Online Order Form

866-323-0700 TOLL-FREE PHONE
866-248-0995 TOLL-FREE FAX

Print this form to fax your order.

1. Order Information:

Order Date:

Requested Due Date:

Purchase Order #:

Send my Copy Proofs by: ☐ fax ☐ email

2. Order:

SAMPLES

Qty.	Item	Design Number/Name	Item Cost	Total
16	Posters	MS004 Breathtaking	$24.95	$399.20
75	Table Tents	MS004 Breathtaking	$2.19	$164.25

SUBTOTAL

TAX (in Utah, add 6.60%)

TOTAL

NOTE: Each job requires a processing fee of $25, which includes 15 minutes of FREE art time. Additional art time, if needed, is billed at $90 per hour. Prices are subject to change without notice.

EARLY BIRD SPECIAL: Orders placed at least 30 days prior to your requested due date will receive a 5% discount at time of billing.

3. Ship to:

Contact Name:

Company:

email:

Phone: ( )

Fax: ( )

Address:

City:

State, Zip:

☐ New Customer ☐ Address Correction

Shipping Method:

Orders are shipped by UPS unless client requests another carrier.

☐ **Most economical method to meet my due date.**

☐ Next Day Air Early AM next day by 8:30am. Requires name and phone number of person receiving packages.

☐ Next Day Air next day by 10:30am.

☐ Next Day Air Saver next day by 5:00pm.

☐ 2nd Day Air

☐ Ground delivery time varies by zone.

4. Payment Method:

☐ **Send Invoice** (requires credit application)

☐ **Check or Money Order enclosed**

☐ **Mastercard** ☐ **Visa** ☐ **American Express**

Name on Card:

Card Number:

Expiration Date: / /

Authorized Signature:

Credit card customers: Please indicate address where statements are received in "Bill to" section.

5. Bill to: (if different from Ship to)

Contact Name:

Company:

email:

Phone: ( )

Fax: ( )

Address:

City:

State, Zip: