



**Request for use of Purchase Order without an Open Account**

I, the undersigned, am legally authorized to order products and services on behalf of

(name of organization)

(print your name)

(title and department)

(billing address)

(telephone)

(fax)

(Purchase order number)

(date)

(Authorized signature)

(Authorized witness signature)

*(must initial below)*

\_\_\_\_\_ I understand that by placing an order, as a representative of the above identified organization, I enter into a legally binding contract with LetterBank Company, and by my initials agree with the terms and conditions of sale as posted online: <http://letterbank.com/terms.htm>

\_\_\_\_\_ I acknowledge that the total amount due, as noted in the order(s) placed by myself or other representatives of this organization, is due and payable according to LetterBank Company's terms, and at any point no later than 30 days following acknowledgement of order, and that any amount due or accrued as a result of the order placed is my legal responsibility. Should the purchase or shipping costs differ from those on my purchase order, I accept the corrected amount stated by LetterBank.

\_\_\_\_\_ I understand that should the amount due exceed the 30 day period mentioned, a finance charge will accrue without further notice. I acknowledge that the organization which I represent is legally liable for any and all costs, court fees and attorney expenses incurred in collecting the amount(s) due.

Regarding suitability of materials, damage claims or returns of products:

\_\_\_\_\_ I have read and agree to the Returns Policy, as posted <http://letterbank.com/returns.htm>

\_\_\_\_\_ I agree to the policy regarding claims for items damaged on delivery, and for the procedure to return qualifying items, should a return become necessary.

\_\_\_\_\_ I declare that the company / organization has not applied for bankruptcy protection in the past 90 days.

Return original signed copy to  
LetterBank, 1107 Johnson Avenue, San Luis Obispo CA 93401-3303

To save time, kindly FAX a copy to 888-477-1176      [sales@letterbank.com](mailto:sales@letterbank.com)      800-959-9018