

Use this order form to order LetterBank products easily by fax. Fill in what you want, then fax to 805-782-5050.

Quote reference?

Date of request or order _____

Ship-to information same. Ship to different:

Ordered by _____

Ship-to Name _____

Department or Title _____

Department or Title _____

Company _____

Company _____

Street address _____

Street address _____

City, State, Zip _____

City, State, Zip _____

Telephone _____

Telephone _____

email address _____

email address _____

Fax number _____

Fax number _____

PLEASE PRINT CLEARLY

Order items:

ITEM NUMBER	Description (include product number if known, material, options and size)	Price Each	Quantity	Line Total

More than five items? Make a copy of this order form.

Payment by: Credit Card Check/ Money Order

Credit Card: AmEx Visa MC Discover

Credit Card # _____

Exp. Date: _____ Card security number*** _____

Name on Card: _____

Authorized Signature: _____

By my signature, I confirm that I am authorized to use this card for this purchase.

ALL ORDERS SUBJECT TO POLICIES AS THEY APPEAR ONLINE : <http://letterbank.com/policy/>

I agree to policies: (initial here) _____

Additional details: _____

Subtotal			
Tax *			
Shipping**			
Total			

***3- or 4-digit number printed on signature panel following your account number.

On AmEx, number printed on face of card.

*Calif. delivery addresses: Add 8.75% sales tax.

**Shipping will be added to order total unless you provide a FedEx or UPS account number:

There is a \$12.50 processing fee for using your courier account.

Request for in-hand date if possible:

Pending acceptance of rush request, additional charges + shipping may accrue to meet your deadline. Entering an in-hand date does not commit LetterBank.

NOTE: Shipping will be charged if our distribution center does not ship using the chosen courier, or if our shipping is less costly to you.

Printed Fabric Orders: Email proof* No proof requested.

* Proof may delay order 2-3 days. First proof included in price. Addt'l proofs \$10 ea.

X _____

Sign, then FAX to 888-477-1176

Thank You!