

# Magnetic Signs **Order Form**

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** \_\_\_\_\_

**Ordered by** \_\_\_\_\_

**Department or Title** \_\_\_\_\_

**Company** \_\_\_\_\_

**Street address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**email address** \_\_\_\_\_

**Fax number** \_\_\_\_\_

Ship-to information same.  **Ship to different:**

**Ship-to Name** \_\_\_\_\_

**Department or Title** \_\_\_\_\_

**Company** \_\_\_\_\_

**Street address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**email address** \_\_\_\_\_

**Fax number** \_\_\_\_\_

**SIZE**

12" x 18"

12" x 24"

18" x 20"

Add rounded corners, \$10 per sign.  
 Add custom shape, send your art for a quote.

**Other:**

Additional details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PLEASE PRINT CLEARLY

**Order items:**

SIZE	Description (include product number if known, material, options and size)	Price if known	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.  
 There is a 25% fee for orders cancelled prior to production. After project is in production there is no refund.

\*\*\*3- or 4-digit number printed on signature panel following your account number.  
 On AmEx, number printed on face of card.

Subtotal			
Tax *			
Shipping**			
Total			

\*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.

Custom Orders:  Email proof\*  No proof requested.

\* Proof may delay order 2-3 days. First proof included in price. Add'l proofs \$12.50 ea.

X \_\_\_\_\_

**Sign, then FAX to 888-477-1176**