



**PO BOX 2175 • COPPELL, TX 75019 • PHONE (866)462-8681 • FAX (972)462-8043  
 •THIS ORDER FORM MUST BE RECEIVED FOR ORDER PROCESSING •**

**BILLING:** PLEASE FILL OUT ALL FIELDS

Company Name:

Date:	PO#:	Contact:
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Billing Address:

City:	State:	ZIP Code:
Phone:	Fax:	Email:

**SHIPPING:** ALL ORDERS REQUIRING APPOINTMENTS, INSIDE DELIVERY, RESIDENTIAL, LIFTGATE, PALLET JACKS OR LIMITED ACCESS ARE SUBJECT TO ALTERNATE FREIGHT BILLING. PLEASE LET US KNOW AHEAD OF TIME IF YOU BELIEVE YOU WILL NEED ASSISTANCE WITH DELIVERY OR WILL NEED A SPECIAL DELIVERY VEHICLE.

Company Name:

Shipping Address:	
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City:	State:	ZIP Code:
Phone:	Contact:	Receiving Hours:
Do you have a dock?	Do you have a forklift?	Do you need inside delivery?

**ORDER DETAILS:**

Sales Person: **Stephanie Dufur** - 50

Artwork Colors: ___1 ___2 ___3 ___4 or Four Color Process	Quantity:
Item Description:	Quote #: _____
	Artwork Supplied: _____yes _____no

Special Artwork Instructions:

**IN HANDS DATE:** WE DO NOT GUARANTEE DELIVERY DATES UNLESS RUSH /EXPEDITED CHARGES ARE AGREED TO AND RECEIVED.

Is the order being delivered to a Church, School, Tradeshow, Hotel, University, Hospital, Residence or Freight Forwarder?

<b>Firm In Hands Date:</b>	Earliest Delivery Date:	Latest Delivery Date:
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**PAYMENT INFO:** ALL FIRST ORDERS ARE PRE-PAID PER THE TERMS OF OUR AGREEMENT, IF YOU WISH TO SET UP TERMS, A CREDIT APPLICATION WILL NEED TO BE FILLED OUT AND APPROVED BEFORE YOUR ORDER WILL BE PROCESSED OR SHIPPED. ALL ORDERS ARE BILLED UNDER TST IMPRESO, INC. , AND THIS NAME WILL APPEAR ON ALL BILLING AND CREDIT CARD PROCESSING INFORMATION. IF PAYING IN ADVANCE YOU ARE SUBJECT TO FREIGHT CHARGES AND 10% OVER RUN. FREIGHT QUOTES ARE ONLY ESTIMATES OF FREIGHT .

How will you be paying for your orders:    Credit Card     Pre/Pay Check     PayPal     Terms / With Approved Credit Application

**COMMENTS:**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_