

SIGNS ORDER FORM

PRINTED ☐ CUT ☐

ESTIMATE	☐	READY TO INVOICE	☐
REORDER	☐	NEW ORDER	☐
NEW CUSTOMER	☐	COF	☐

CUSTOMER										
ADDRESS										
CITY			ZIP		E-MAIL					
PHONE					CELL			FAX		
CONTACT FIRST NAME			CONTACT LAST NAME			ORDER DATE		FINISH DATE		SALES PERSON

☐ FULL COLOR ☐ LAMINATED PMS COLORS: _____ VINYL COLOR(S): _____	ONE SIDED ☐ TWO SIDED ☐ QUANTITY & # OF SETS _____ OF _____	☐ MAGNETS _____ X _____ ☐ REALTOR SIGNS _____ X _____ ☐ A FRAME ☐ VINYL LETTERING ☐ SIGN ☐ RIDERS 24" x 6" ☐ BANNERS ☐ w/GROMMETS ☐ SINGLE STICKERS ☐ FULL COLOR VINYL ☐ RETRACTABLE BANNER ☐ CUSTOM ☐ PERF ☐ OTHER _____ SUBSTRATE COLOR _____ SIZE _____ ☐ FOAM BOARD _____ ☐ PVC _____ ☐ COROPLAST _____ ☐ MAGNET ☐ ALUMINUM _____ ☐ PLEXIGLASS _____ ☐ OTHER ☐ CUSTOMER'S
---	--	---

INSTRUCTIONS:



INSTALLATION ☐ **YES** ☐ **NO**

On: _____

Date: _____ **Time:** _____

☐ **ADDITIONAL INFORMATION ON BACK**

☐ **RE-ORDER** ☐ **SEND PROOF**

FILE PROVIDED: ☐ **LOCATED@** _____ **SHARE**

DATE APPROVED: _____ **TO** _____

PU DATE: _____ **BY:** _____

ART	hrs @ \$	/hr
ART (FLATE RATE)		
UNIT PRICE		
SUBTOTAL		
TAX		
SHIPPING		
INSTALLATION		
C.C. FEE		%
TOTAL		

DEPOSIT	Date:
\$ _____ 	
Received by _____	Verify by _____
	Date: _____

BALANCE	Date:
\$ _____ 	
Received by _____	Verify by _____
	Date: _____

Order _____ OF _____