

## CUSTOMER INFORMATION

*\*This form must be filled out in its entirety, read thoroughly and signed for order date to begin and order to be filled.*

Company Name

Contact Name

( )

( )

Phone

Fax

E-Mail

### BILLING ADDRESS

### SHIPPING ADDRESS (IF DIFFERENT FROM BILLING)

Address

Address

City

State

Zip

City

State

Zip

Resale Tax ID #

## BILLING INFORMATION

Credit Card # (First time orders credit card only

Exp. Date

Name as appears on card

**or Re-orders that have expired credit card on file**

Zip code where credit card opened

Visa

Mastercard

Amex

## TERMS AGREEMENT

- BLANCKSLATE produces a designated amount of inventory for each product (style) once these products are sold product may become unavailable
- Buyers should be aware that laser cutting is a process used in production, residual burning may be found on product

- In order to keep production cost practical, changes in materials such as envelopes, paper and slight variations in design may take place

## ORDER INFORMATION

- All opening orders pre-paid by credit card (Visa or Master Card only)
- \$100 Pre-paid opening order minimum
- Prices and designs are reevaluated seasonally and are subject to change without notice

- \$100 Re-order minimum (**net 30 providing terms agreement signed and current credit card available for use upon non-payment**)
- Allow 2-3 weeks before shipment depending on volume of orders

## SHIPPING AND HANDLING

- Domestic sent via FedEx Ground
- International sent via U.S. Post / additional charges will apply
- Shipping and handling costs will be charged with order on day of shipment
- Customers will be notified via fax on the day order is being shipped
- Missing order claims must be made within 10 days of receipt

## RETURNS AND CANCELLATIONS

- No returns
- Claims on items damaged in transit MUST be filed with carrier
- Discrepancies in billing or merchandise MUST be made within five business days after order is received
- Cancellations must be made within 48 hours of original order or charges may apply

## TERMS

- All opening orders pre-paid with a current credit card (Visa or Master Card and Amex) on file to open account and to re-order on Net 30 terms
- Net 30 checks must be received no later than the 35th day after notification of shipment, and will be listed on invoice and order form
- If check is not received by said day, the credit card on file will be automatically charged without notice and will include a 3% merchant services charge

- All costs of collection including reasonable attorney fees to be paid by purchaser

- \$75 fee for returned checks

Please sign below to assure us that you have read this form in full, agree to all of this forms content, and have filled out all customer information.

Signature (Without signature orders will not be processed)

Date

