



Order Form

How to Reach Us:

Fax: 978.448.8990
Phone: 800.286.6558
 www.speedsign.com
 sales@speedsign.com

Ordering is Easy!

Print this order form, fill it out and **FAX** it to us. Or, if you prefer the personal touch, give us a **CALL** and we will be happy to assist you!

Ordered By:

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____

Ship To:

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____

Use a separate order form for each different product part# you order. Multiple quantities of the same product part # can be listed on one line. Different product part #s with identical choices of copy, letter style and letter color may be listed on the same order form.

| Part # | Item | Description | Letter Color | Letter Style | Quantity | Price Each | Total \$US |
|--------|------|-------------|--------------|--------------|----------|------------|------------|
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Message Copy: Print your message here as you want it to appear. We reserve the right to utilize upper and lower case characters and size the text as needed. We are not responsible for illegible or misspelled words. Our price includes one FAX proof. If you want to approve your layout before your sign is made, check the box provided and you will receive a fax proof in one business day; otherwise your selection will be shipped according to our shipping terms below. FAX PROOF (be sure to fill in fax number above)

Shipping Terms: We ship by UPS Ground, Continental US and Canada. UPS will not deliver to a PO box. Your items will be shipped within 1-3 business days from the date of your order or the date of your approval of a requested FAX proof. Allow up to 7-10 business days for delivery depending upon location. Sorry, no COD shipments.

Shipping & Handling:

| | |
|---------------------|----------------------|
| <u>Order Amount</u> | <u>UPS Ground</u> |
| \$00.01 - \$75.00 | \$6.95 |
| \$75.01 - \$150.00 | \$9.95 |
| \$150.01 - \$250.00 | \$14.95 |
| \$250.01 - \$500.00 | \$26.95 |
| \$500.01 and up | Please call for rate |

UPS 2nd Day – add \$16.95 to standard shipping prices

| | |
|-------------------------------|--|
| Subtotal | |
| MA 5% Sales Tax | |
| Shipping | |
| UPS 2nd Day | |
| Grand Total | |

Payment Method: Visa MasterCard AmEx Discover

Name as it appears on card: _____

Card Number: _____

Expiration: __ / __

Return Policy:
 If you're not happy, we're not happy. If you're not satisfied with your SpeedSign purchase, call us to arrange for a prompt refund.