

**Customer Billing Information**

Designtex Purchasing Account Number (if known) \_\_\_\_\_  
Company Name \_\_\_\_\_  
Order sent in by \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Is this order tax exempt? Yes No.  
If yes, please provide TAX Exempt Certificate  
Reference Customer P.O. Number \_\_\_\_\_

**Shipping Information**

Company Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Ship via      Ground      2nd day air      Overnight  
                  O/N a.m.      Other \_\_\_\_\_  
Freight charges    Prepay and add  
                          Ship on my account  
                          Carrier \_\_\_\_\_  
                          Account number \_\_\_\_\_  
Mark all packages for \_\_\_\_\_

**Payment Information**

New and Proforma accounts must pre-pay orders for custom products. Accounts with credit terms must pay a 50% deposit with the balance subject to credit approval.

**Payment by Credit Card**

After you receive your order acknowledgment or proforma invoice; request a link from PM to securely transfer your credit card data. We can save this card information for future use.

**Payment by Check**

Mail payment to  
Designtex, 200 Hudson Street, 9th Fl, Attn Credit, New York, NY 10013.

**Quote Number** \_\_\_\_\_

**Total Quote Amount** \_\_\_\_\_

**Terms and Conditions**

- Customer is bound by the Terms identified in the Quote
- Please review limited product warranty at [www.designtex.com](http://www.designtex.com)
- Orders are non-cancelable and non-returnable. Changes are subject to fees based on work completed.
- Customer is responsible for inspecting materials prior to installation. Claims for damaged materials that have been installed may not be honored.
- Installation is not included.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**What happens next?**

- Before your custom Custom Digital Printing order can be processed, the production layout and printed strike-off approvals are required.
- We will process your order in our system once the layout and strike-offs are approved and we have received your signed order form and signed estimate.
- You will receive an order acknowledgment or a proforma invoice. We will advise you if we need a deposit or payment in full at that time.
- The Project Manager will confirm your ship date.
- You will receive tracking information once your order has shipped.