



LETTERBANK 950 Chorro Street, San Luis Obispo, CA 93401

# Order Form

Use this order form to order LetterBank products easily by fax. Fill in what you want, then fax to 805-782-5050.

Date of request or order \_\_\_\_\_

Ordered by \_\_\_\_\_

Department or Title \_\_\_\_\_

Company \_\_\_\_\_

Street address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

email address \_\_\_\_\_

Fax number \_\_\_\_\_

Ship-to information same.  Ship to different: \_\_\_\_\_

Ship-to Name \_\_\_\_\_

Department or Title \_\_\_\_\_

Company \_\_\_\_\_

Street address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

email address \_\_\_\_\_

Fax number \_\_\_\_\_

PLEASE PRINT CLEARLY

### Order items:

ITEM NUMBER	Description (include product number if known, material, options and size)	Price Each	Quantity	Line Total

More than five items? Make a copy of this order form.

Payment by:  Credit Card     Check/ Money Order

Credit Card:  AmEx    Visa    MC    Discover

Credit Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Card security number\*\*\* \_\_\_\_\_

Subtotal
Tax *
Shipping**
Total

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

By my signature, I confirm that I am authorized to use this card for this purchase.

\*\*\*3- or 4-digit number printed on signature panel following your account number. On AmEx, number printed on face of card.

\*Calif. delivery addresses: Add 7.25% sales tax.  
 \*\*Shipping will be added to order total unless you provide a FedEx or UPS account number:

\_\_\_\_\_

There is a \$10 processing fee for using your courier account.

Additional details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please allow sufficient time for production of your custom product. Average lead time for some of our custom products:

Banner Stands: 1 week                      Mars Light signs: 2 weeks  
 Digital Printing: 7 business days        Sandblasted products: 4-5 weeks  
 Table Covers, printed: 2+ weeks        Custom Lighted Signs: 3-6 weeks  
 ReaderBoards: B Series 1 week, S Series 3 weeks.

Printed Fabric Orders:  Email proof\*  No proof requested.  
 \* Proof may delay order 2-3 days. First proof included in price. Add'l proofs \$10 ea.

X \_\_\_\_\_

**Sign, then Fax to 805-782-5050.**  
*Thank You!*