

ORDER FORM

**AFTER COMPLETING THIS FORM PLEASE
EMAIL TO bsi-store@banksupplies.com or FAX TO 734-699-1428**

Bill To:

Date: _____ P.O.#: _____ Customer I.D.#: _____
Catalog Key Code: _____
Company Name: _____
Contact Name: _____
Contact Title: _____
Billing Address 1: _____
Billing Address 2: _____
City: _____ State: _____ Zip +4 Code: _____
Phone: _____ Fax: _____
Email: _____

I understand that custom made and custom imprinted items are not returnable. I have verified quantity, description, imprint and price.

Signature: _____

Ship To: Same as Bill To: Ship To Address Below:

Contact Name: _____ Email: _____
Ship To Address 1: _____
Ship To Address 2: _____
City: _____ State: _____ Zip +4 Code: _____

Method Of Payment: Credit Card: VISA M/C AMEX DISCOVER

Credit Card#: _____ Security Code: _____ Expiration Date: _____ Zip Code: _____

Cardholder's Name: _____ Signature: _____

Qty	Item#	Color	Size/Description	Unit Price	Total Price

I wish to apply for a **BUSINESS ACCOUNT NET 30**
Subject to credit approval. Invoiced within three (3) days of shipment.

TERMS:
Net 30 from invoice date. If you have not established credit with BankSupplies, we ask you to provide two (2) trade references and the name and address of your bank with your initial order. Our credit application is available online at www.banksupplies.com. Allow 1-2 weeks for your account to be set-up.

SHIPPING & HANDLING:
Your order will ship the most economical way. Shipping charges are prepaid and will appear on your invoice/credit card charge. Your order can be expedited on request (next day or 2nd day). Any additional charges will be included on your invoice.

CUSTOM ITEMS:
Manufactured to your specifications. Please note that custom items cannot be returned for credit. Allow 10-15 business days for delivery. If you require an expedited delivery time we will be more than happy to work with you to find a solution. By working with our manufacturers, we will try to expedite production time to meet your requirements. In many cases, additional charges are associated with rush orders and they will be quoted separately.

If you have any questions or need assistance please call **Customer Service @ 800-968-7868**

Silk-screen includes 1 color/1 side.
Embroidery add \$3.50 per bag. Block *Script*
Consecutive numbering: Starting Number: _____
Imprint color: _____ Typeface: _____
Lettering Case: ALL CAPS Title Case lower case
Block/Helvetica in Title Case is the standard typeface used unless otherwise specified.
Imprint Size: Exact size of artwork submitted Art Dept. discretion
Other Imprint Requirements: FDIC NCUA Other specify below

Art Specifications:

Please visit banksupplies.com/art-guidelines for instructions for submitting artwork.
Faxes or textured letterhead cannot be reproduced as usable artwork.

Shipping charges are extra and will be added. Please call if you need a shipping quote or wish to verify the amount.
Total: _____

THANK YOU FOR YOUR ORDER!