

Customer Order Form

Full Company Name		Purchase Order number or reference	
Your Name		Office copy to follow	[] Yes [] No
If a customer cannot provide an official PO number: they must provide a suitable reference to ensure our sales invoice is processed accordingly. Customer orders can only be accepted when placed via a formal email, fax, letter or purchase order document from the organisation requesting the goods. All customer orders are accepted based on our standard Sales Terms and Conditions – QMSFMS102.			
Your Tel number		Your Fax number	
Required by		Your Email	
Pantones/Notes		Our Quote number	

Invoice To		Deliver To
Contact		
Title		
Organisation		
Address		
Post Code		

Part No	Description	Qty	Value Each	Total
			£0.00	£0.00
			£0.00	£0.00
			£0.00	£0.00
			£0.00	£0.00
			£0.00	£0.00
	Origination	1	£0.00	£0.00
	Artwork conversion to Adobe .ai or .eps	1	£0.00	£0.00
	Studio time	1	£0.00	£0.00
	Delivery	1	£0.00	£0.00
Total ex VAT				£0.00

Please confirm that you are authorised to place this order on behalf of your organisation and that we can now proceed to process your order based on the above information. Please ensure all fields are completed including a PO number or reference.

Your Signature		Your Title/Position	
Dated (dd-mm-yy)			

Payment terms: [] Proforma [] Open Account – please note it can take up to 5 working days to open an account.