

# ORDER FORM

All orders are confidential.

Date \_\_\_\_\_

## Check applicable box:

- Will Pick-up
- Please ship
- New Order
- Exact Repeat from \_\_\_\_\_ YEAR
- See \_\_\_\_\_ YEAR for similar order except for changes I have made.

### Artwork:

- Use your best professional judgement for set-up and color breaks.
- E-mail art for approval.

**TERMS:** Half down (50%) with placement of your order, balance due on delivery.  
*Freight charges are additional.*

Amount Enclosed \$ \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Shipping address if different: *(UPS cannot deliver to a P.O. Box)*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Quantity	Description	Item Size (if applicable)	Color(s)	Amount

**COPY** (Indicate color of EACH line of copy and background color. Use reverse form to sketch layouts):

Sub-Total \_\_\_\_\_

Freight \_\_\_\_\_  
*(can be quoted upon receipt of order if necessary)*

MI Residents Add Sales Tax \_\_\_\_\_  
*(Freight also taxable)*

**TOTAL** \_\_\_\_\_

**DISCLAIMER** be sure you submit the correct copy below to meet identification requirement, in your state, if necessary. *Thank you.*



1521 West Lafayette • Detroit, Michigan 48216  
Phone: (313) 962-2725 • Fax: (313) 962-5358  
www.sawickiandson.com

Cardholder Name: \_\_\_\_\_

Credit Card #: [ ]

Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

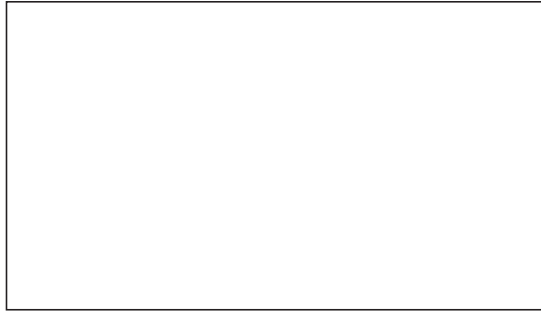
Signature: \_\_\_\_\_

\$ \_\_\_\_\_ Charge Amount or  
 50%  100%

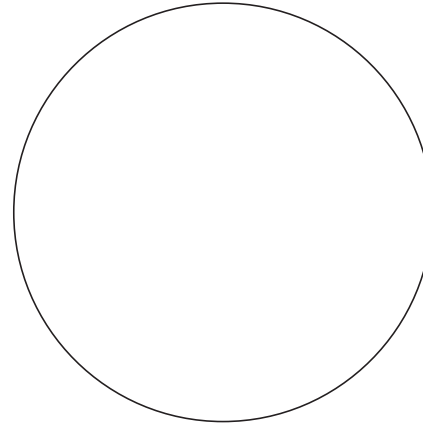


# ORDER LAYOUT FORM

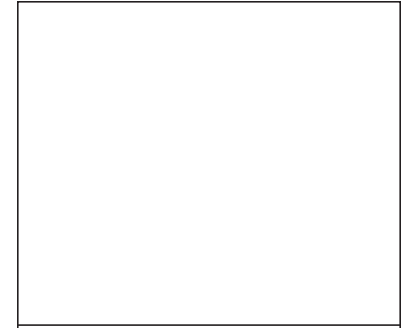
Use this page to simplify ordering then make a duplicate for your file. To avoid costly misprints, please proof your spelling and clearly indicate item, size and color.



Posters – 14" x 22", 28" x 44"; Signs – 4' x 8', 2' x 4'; Jar Openers; 2" x 3½" Magnets



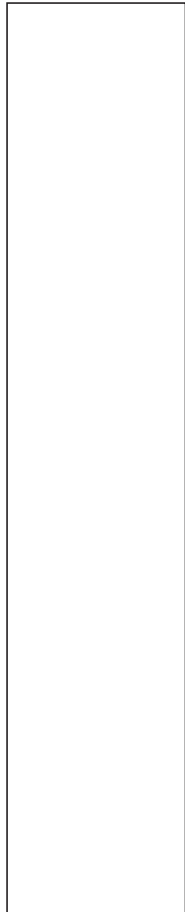
Balloons; Buttons; Fans; Jar Openers; Key Tags; Labels



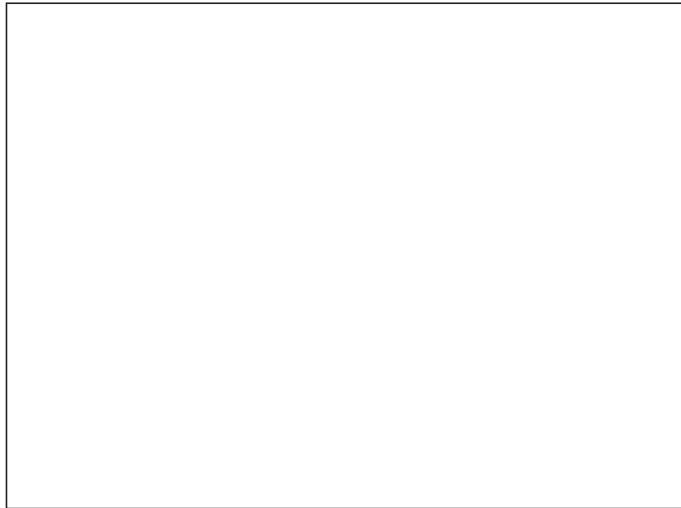
Matches



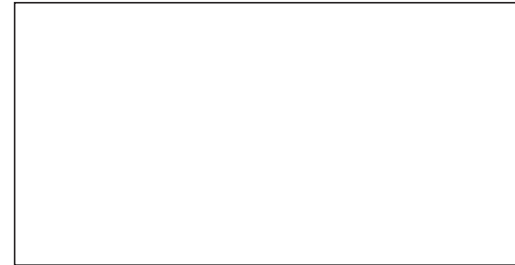
Emery Boards; Pens; Pencils



Posters – 5½" x 28";



Posters – 11" x 14", 22" x 28"; Badges; Bags; Signs – 4' x 4'; Danglers; Mugs; 2" x 2" Magnets; Labels



Bumper Stickers – 3¾" x 7¼"; Aprons; Caps; Shirts; Doorknob Hangers; Jar Openers; Candy;



Posters – 11" x 28"; Sewing Kits; 1" x 3" Magnets; Labels; 2' x 6'



Bumper Stickers – 3¾" x 14½", 3" x 11½"; Signs – 2' x 8', Bag Clips



Rulers; Yardsticks; Combs; Flags