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Billing Information Form

WE DO NOT GUARANTEE THAT YOUR ORDER WILL BE PROCESSED OR ARTWORK DESIGNED UNTIL THIS FORM IS COMPLETED AND RETURNED.

ALL BILLING POINTS OF CONTACT MUST BE ACCESSIBLE DURING THE SCHOOL YEAR AS WELL AS DURING THE SUMMER BREAK.

1 Plaques and Such Order # (s)
(This is found at the top right corner of your Order Confirmation Sheet)

2 Ordered By
If contact on Order Confirmation is incorrect or incomplete, please fill out necessary information here:

Name Phone / Fax:

Email

3 To Be Paid By

YOUR ORDER WILL NOT SHIP WITHOUT THIS INFORMATION.

Please "Check" most appropriate:

Board of Education: Purchase Order #

Booster Club: Treasurer Name

Phone Email

Department Account: Bookkeeper Name

Phone Email

4 Confirm

Once we have this completed form the rest of your order will proceed as usual, including any necessary art approvals and/or proofs. This form does not replace or constitute any form of artwork approval. Please also note that your Confirmation does NOT list a shipping charge and unless arranged for in advance, you will be responsible for full shipping charges. If you have any questions regarding estimated shipping cost,s please fell free to call or email for more information.

5 Email

If email is a problem please print out the filled form and fax to 631-563-8073

[CLICK HERE TO EMAIL YOUR INFO](#)