



319 Howard Dr. Sandusky, Ohio 44870 Phone: 419-626-8000 Fax: 419-6268095

Customer Order Form

Purchase Order #: _____
 Purchase Order Date: _____

Company Name: _____
 Bill to Address: _____
 City: _____
 State: _____
 Zip Code: _____
 Residential or Commercial Address: _____
 Company Website: _____

Ship to Address (if different): _____
 City: _____
 State: _____
 Zip Code: _____
 Residential or Commercial Address: _____

Contact Name: _____
 Phone Number: _____
 Fax Number: _____
 Email Address: _____

Tax Exempt: Yes / No (circle one) If yes, please return your Tax Exemption form with order.
 SIC Code: _____

Encore Item #	Description (including color if necessary)	Case Cnt	Quantity	Price

*Minimum order amount for an Open Account is \$750.
 *Orders below \$750.00: Must be placed on credit card (Visa, Mastercard, Discover or American Express), money order, or certified check. (Minimum Order accepted on Credit Cards is \$150.00)
 *Lead time is 1 week on all stock items, 2 weeks on packaging products, and 3 weeks on printed product.

 Customer's Authorized Signature Date