



319 Howard Dr. Sandusky, Ohio 44870 Phone: 419-626-8000 Fax: 419-626-8095

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 / check box) If yes, please return your Tax Exemption form with order.
 SIC Code: _____

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

*Minimum order amount is \$750.
 *Payment Options are: Visa, Mastercard, Discover, American Express, money order, certified check, or net 30 day terms (with approved credit).
 *Lead time is 2 week on all stock items, 3 weeks on packaging items and A/C covers, and 4 weeks on printed and UN items.

 Customer's Authorized Signature Date