



## BILLING & ORDER DETAILS (FOR LETTERING DIVISION ONLY)

RE-ORDER # >>		DATE >>	
JOB NAME >>		RQSTD. SHIP DT. >>	
PO NUMBER >>		SHIP VIA UPS >>	
GARMENT / MRDSE SHIPPING FROM >>			
<b>SOLD TO</b>			
COMPANY NAME >>			
ADDRESS >>			
EMAIL >>			
CONTACT NAME >>		CELL >>	
TELEPHONE >>		FAX >>	
<b>SHIP TO</b>			
COMPANY NAME >>			
ADDRESS >>			
CONTACT NAME >>		TEL >>	
<b>PAYMENT DETAILS</b>			
C/C NUMBER >>		EXP. DATE >>	
NAME ON C/C >>		ZIP CODE >>	
ART PROOF NEEDED >>		YES >>	NO >>
<b>SKETCH LAYOUT / SPECIAL INSTRUCTIONS</b>			

