

# Additional Notes

## Purchase Order Checklist

Item #	<input type="text"/>	Item Description	<input type="text"/>
Qty:	<input type="text"/>	Item Color:	<input type="text"/>
Imprint colors:	<input type="text"/>	PMS # if required	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Imprint location(s)	<input type="text"/>	Color number and name For example: Blue 286	
	<input type="text"/>	Event Date:	<input type="text"/>

### Artwork:

Please email your art to: [sales@additionalnotes.com](mailto:sales@additionalnotes.com)

Acceptable formats: Adobe Illustrator or EPS Vector Art

\*\*Once this form is completed and the artwork emailed you will receive:

\*\*An order acknowledgement and art layout to size for you to sign. Fax or email back your approval and the order will be submitted to the factory. The invoice copy will include the freight and applicable taxes.

\*\*\*When the order is ready to ship, you will receive a tracking number by email to follow your shipment.

\*\*\*You will be billed for the order upon placement.

On all orders we request no under runs but that you will accept up to 5% over runs on the order.

The maximum amount you will be billed is 3% over. If the factory ships less - you will only be billed for what has been shipped. If you receive over 3% over run - the extras are free.

\*\*\*A copy of the credit card slip will be sent to you.

### Other information needed:

#### Billing information

Company name:	<input type="text"/>
Your name as it appears on your card	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone Number	<input type="text"/>
Email address	<input type="text"/>

#### Shipping address if different than billing address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

fax number

***The order acknowledgment and art layout must be signed before an order is processed.***

Invoice number

Customer's Purchase Order # \_\_\_\_\_

Only if your company requires this to be present on the invoice

Please complete the following information:

Billing information

Company Name: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Fax: or email \_\_\_\_\_

Credit Card Information

VISA

Discover

Mastercard

American Express

Credit Card # \_\_\_\_\_

Security Code: \_\_\_\_\_

3 digits on the back of Mastercard, Visa & Discover

4 digits on the front of American Express

Expiration Date \_\_\_\_\_ / \_\_\_\_\_

X

Signature of Card holder \_\_\_\_\_

**Sale Amount:** \_\_\_\_\_

This is the maximum amount to be charged

**Credit Card Billing information:**

*Billing information for card if different than above*

Company Name: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

**Send to: LCJ Marketing Source Inc.**

Additional Notes is a division of LCJ Marketing Source Inc.

**Fax: 636-405-0530** Phone: 636-405-0525

Do not send your credit card number by email!

Thank you for your business!