



# PRINTING & PROMOTIONS

101 Westview • Versailles, MO 65084 • 573-378-6363

TAKEN BY (INITIALS): \_\_\_\_\_

ENTERED IN CONTROL

10% Discount Applied

## CHURCH ACCOUNT INFORMATION

I AM A NEW CUSTOMER

I AM A CURRENT CUSTOMER

BILLING NAME: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Shipping Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check here if SAME as billing address

Home Ph: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Work Ph: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Cell Ph: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Can we EMAIL your INVOICE?  YES  I prefer you mail my invoice.

E-mail: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**ARE YOU TAX EXEMPT?**  NO  YES If yes, you **MUST** provide us with a copy of your exemption certificate from the State of Missouri and/or a completed MO Form 149 **BEFORE** your job is complete to receive tax exemption. **There will be NO REFUND OF TAX once order is invoiced.**

No cash or personal checks for deposits or payments if TAX EXEMPT Customer.

**50% DEPOSIT (BEFORE GRAPHICS & TAX) REQUIRED UPON PLACEMENT OF ORDER FOR NEW CUSTOMERS. TOTAL IS DUE AT PICK-UP FOR ALL CUSTOMERS.**

The Current Graphics Rate before your discount is \$20.00 minimum/\$55.00 per hour  
We have a standard 2 week turn or 1 week after sign-off for print jobs 2 weeks after sign-off for promotional jobs.

I HEREBY UNDERSTAND THE ABOVE INFORMATION:

Signature: X \_\_\_\_\_ DATE \_\_\_\_\_

### ***We now offer Automatic Bill Payment at No Extra Charge.***

*No checks. No stamps. No problem. We accept Visa, MasterCard and Discover Cards. Simply fill in your information below and we will auto-charge your card at the end of each job and deliver a receipt!*

YES, PLEASE  NO, THANK YOU

NAME ON CARD: _____	CARD # _____	<input type="checkbox"/> DISCOVER <input type="checkbox"/> MC <input type="checkbox"/> VISA
BILLING ADDRESS: (IF DIFFERENT FROM ABOVE) _____		
EXP DATE: _____	3-DIGIT SEC. CODE: _____	SIGNATURE: <u>X</u> _____
Please send credit card receipt and paid invoice via <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> I don't need a copy		