Please Print ----- Associate To Complete (One order form per design or item)

Order Day / Date _____ Order Time_____

Sale Type (please circle): In-Store Direct Internet Other

Customer Type (please circle): Individual Organization Reseller

Company/Organization_____

Name / Contact Person _____

If Reseller, End Customer Name _____

Address_____

City_____ State _____ Zip_____

Is This A Surprise Gift/Event? Y / N How May We Contact You?

Main (_____)_____ Alt (_____)_____

Email_____

How Did You Hear About Us? (Please Circle)

Repeat Customer – Referral – Walk In – Radio – Newspaper – TV

Telephone Directory – Sales Rep – Associate

Other _____

Type Of Event _____

Date Of Event _____

Delivery Method (please circle) Pickup Ship Personal Delivery

Expected Ready Date _____
Day Date Time

Repeat Of Previous Order? Y / N

Scanned/Stored Into Computer? Y / N Filename_____

Customer Left: Photo / Artwork? Y / N If Yes, # of pieces _____

Customer Bag Set Up? Y / N

Customer Satisfaction Checklist (Prior To Customer Call & Pickup)

Compare Order Form to Actual Product / Right Product / Right Words
Correct Spelling / Clean Product / Correct & Good Box
Correct & Straight Label / Business Card Inside Gift Box
Gift Bag / Correct Accessories / Return Artwork / Remove Order Form

Customer Notice Of Order Completion

Call #1: Associate _____ Date_____ Time _____

Call #2: Associate _____ Date_____ Time _____

Pick-Up / Delivery / Ship Date_____Time_____

Received By (Customer) **X**_____

Verified By (Assoc) **X**_____

Product Line	Item Description	Image Type	Dimensions	Cut Type	Orientation	Qty	Normal Retail Price Per Item	Normal Retail Price Sub Total
Crystal **Marble** **Porcelain**		**2D** **3D**		**Bevel-Straight** **Bevel -Facet** **Bevel - Jeweled**	**Portrait** **Landscape**			

Special Instructions _____

_____

_____

Discount Reason/Type_____(R)

Approved Discount %_____(R)

Approved Discount $ _____

Subtotal w/ Discount $_____

If Applicable……..…….

Artwork quality ($15 min) $ _____(R)

Additional artwork ($15 each) $_____(R)

For Crystal ONLY! ……..…….

2D to 3D Conversion ($45) $_____(R)

Multiple-Layer Image (25%) $_____(R)

Order subtotal – this form $_____(R)

This form is # _____ of _____

For multiple order forms complete the section below for only ONE sheet. Place this sheet on the top of the other order forms

Rush Charge $_____(R)
Normal Fee - $25 per order form

Shipping / Delivery $_____(R)
Normal Fee - $25 per order

Order total (all forms) $_____(R)

Deposit Allowed? (Y / N)*
Min 50% Only Allowed For Orders > $300

Amount Paid_____

Balance Due_____

Paid By Cash Credit/Debit Card Check

Invoice Customer (please circle)? Yes No
If yes, provide a completed ***COPY*** of the order form(s) to Finance immediately after pick up, delivery, or shipping.

4 YOU! may modify the design (size, style,..) to yield the best output.
4 YOU! can not reproduce any material that is knowingly copyrighted.
4 YOU! may display the design/completed item in our business operations.

4 YOU! will not give a refund, credit or exchange on custom items
You, the customer, have reviewed the order for correctness.

Customer Signature **X**_____ Date _____

Associate Signature **X**_____ Date _____

_____ _____ _____
Completed By – Technician Completion Date / Time Completed Image Filename

Accessories Paid by Customer But Remain In Bag at Store

Description: Bases Batteries Stands/Easels
Quantity / Price: _____ / _____ _____ / _____ _____ / _____