Office DEPOT | international patterns

SIGNS & BANNERS

ORDER Form ☐ of ☐

CUSTOMER INFORMATION	STORE INFORMATION	STORE NO.
NAME:		Sales Associate Name:
ADDRESS:		Order Date:
		Control #:
TELEPHONE (VERY IMPORTANT):		SKU #:
E-MAIL ADDRESS:		

☐ **SHIP TO CUSTOMER** ☐ **SHIP TO STORE**

1 WRITE IN YOUR SELECTION

BANNERS (Hemming is Recommended for High Wind Areas & Outdoor Use Included in Price Except Economy Banners ($2.00 per foot)

☐ **Just in Time Banner** - Banners with Copy & Graphics - Hemmed & Grommeted - 3 Years Indoor/6 Months Outdoor

STYLE: ☐ Sale ☐ Now Hiring ☐ Grand Opening ☐ Now Open ☐ Opening Soon **SIZE:** ☐ 3' x 6' 48 HOUR DELIVERY

☐ **Photographic Image Banner** - Image with Copy - Hemmed & Grommeted - 3 Year Indoor/6 Months Outdoor

Write Your Choice of Background From Binder Selection _____ **SIZE:** ☐ 3' x 8' ☐ 3' x 10'

☐ **Premium Banners** - Hemmed & Grommeted - 3 Year Indoor/6 Month Outdoor

☐ **Economy Banners** - Grommeted - 1 Year Indoor/3 Month Outdoor - Hemming Recommended For High Wind Areas $2.00 Per Ft.

SIZE: ☐ 2' x 4' ☐ 2' x 6' ☐ 2' x 8' ☐ 2' x 10' ☐ 3' x 4' ☐ 3' x 6' ☐ 3' x 8' ☐ 3' x 10' ☐ 3' x 20' ☐ 4' x 4' ☐ 4' x 6' ☐ 4' x 8' ☐ 4' x 10'

RIGID SIGNS

☐ **Premium** - 1/8" PVC - 3 Year Indoor/3 Year Outdoor ☐ **Economy** - 1/16" Styrene 1 Year Indoor/3 Mos. Outdoor ☐ **Coroplast** - 1 Year Indoor/3 Mos. Outdoor

SIZE: ☐ 10" x 10" ☐ 12" x 18" ☐ 18" x 24" ☐ 8" x 20" ☐ 9" x 36" ☐ 24" x 32" ☐ **H-Frame** FOR COROPLAST SIGNS ONLY

MAGNETIC SIGNS Magnetic Signs Sold in Pairs Only - 3 Years Indoor/Outdoor

☐ **Premium**

SIZE: ☐ 6" x 24" ☐ 12" x 24" ☐ 18" x 24" ☐ 24" x 24"

☐ **Economy** - White Background Only

SIZE: ☐ 8" x 18" ☐ 12" x 24"

PRE-SPACED LETTERING 5 Years Indoor/Outdoor

☐ **Pre-Spaced Vinyl Letters** ☐ **Window Clings**

SIZE: ☐ 2" x 8" ☐ 6" x 6" ☐ 12" x 12" ☐ 12" x 18" ☐ 12" x 24" ☐ 24" x 24" ☐ 24" x 48"

Sizes are For Overall Lettering Dimensions, Including Margins

OTHER PRODUCTS

☐ _____ ☐ _____ ☐ _____

_____ _____ _____

2 CUSTOM SIGNS & FACES Sketch Your Sign/Write Your Message

Sketch Your Sign or Banner

LETTER STYLES - See choices available on website.
SYMBOLS - See choices available on website.
LOGOS - Call For Requirements

NOTE: ALL SIGNS INCLUDE UP TO 50 LETTERS or CHARACTERS

	Type Style #	Caps Only	Upper & Lower Case	Italic	Border	Logo #
	#	✓	✓	✓	✓	#

Select Color of LETTERING (INCLUDES LOGOS & SYMBOLS)

❑ Red ❑ Green ❑ Black ❑ Brown ❑ Olympic Blue ❑ Burgundy ❑ Yellow
❑ Orange ❑ Dark Green ❑ White ❑ Purple ❑ Royal Blue ❑ Teal ❑ Gray

Select Color of BACKGROUND (FOR PREMIUM SIGNS & BANNERS ONLY)

❑ Red ❑ Green ❑ Black ❑ Brown ❑ Olympic Blue ❑ Burgundy ❑ Yellow
❑ Orange ❑ Dark Green ❑ White ❑ Purple ❑ Royal Blue ❑ Teal ❑ Gray

3 PICK A LAYOUT IMPORTANT!

CHECK (✓) ONE, SIGN & DATE:

- ❑ For fastest delivery, Office Depot's Sign Designers may finalize & produce my order.
- ❑ I will return to the store in 2 days to proof my design. (Limit: 1 free proof per order, approval time added to regular delivery.)

_____ / /
Customer Signature Date

Date Rec'd ___/___/___ Rec'd By _____
Date Cust. Notified ___/___/___ Form of. Notification _____

Please Sign Upon Receipt of Order

_____ / /
Customer Signature Date

Circle your preferred sign layout and orientation at right or design your sign on the area above.

Store Use Only	QTY	@ Price Each	Amount
Basic Item:	____	@ $____	= $____
Options:			
_____	____	@ $____	= $____
_____	____	@ $____	= $____
_____	____	@ $____	= $____
_____	____	@ $____	= $____
Logo/Art Set-Up *(One Time Fee):*			
❑ Simple ❑ Medium ❑ Complex			= $____
Quote # _____		**Quote Total**	= $____
		TOTAL	$

CENTERED | LEFT | SEE ABOVE | HORIZONTAL SIGN | OR | VERTICAL SIGN

REGISTER VALIDATION

IP 4/03