



# CAST LETTERS ORDER FORM

**ARCHITECTURAL PRODUCTS**

1315 WEST LIBERTY AVENUE  
PITTSBURGH, PA 15226  
1-800-950-1317  
FAX 866-814-4028

125 SISLER STREET  
KINGWOOD, WV 26537  
1-800-950-1317  
FAX 866-814-4028

ACCOUNT #

**Bill To:**

**Ship To:**

**Contact Name:**

**Email Address:**

**Phone:**

**Fax:**

**P.O. Number:**

**Date:**

Immediate Production 118282 **OR**  Proof for Approval 119074 send via  FAX  EMAIL

Must match previous Order No. \_\_\_\_\_ Dated: \_\_\_\_\_

Price is subject to sales tax unless an exemption certificate is on file.

Is the order needed for a dedication? \_\_\_\_\_ Dedication Date \_\_\_\_\_

Terms: Net 30 days with approved credit—otherwise 50% deposit with order, balance C.O.D.

Do you authorize air freight charges to meet delivery?  YES  NO

Size	# Sets	Inscription	Caps	C/lc	Punctuation	Letter Quantity <small>(*total pieces-See note at bottom)</small>	Unit Price (\$)	Total Price (\$)
						X		

<b>Material</b> <input type="checkbox"/> Cast Bronze 129401 <input type="checkbox"/> Cast Aluminum 125397	<b>Mounting Method</b> <input type="checkbox"/> Drill & Tap with Studs 120559 <input type="checkbox"/> Projected Mount - Studs & Spacers 124618 (specify spacer length) _____ <input type="checkbox"/> Plain Back - No Drilling or Studs 111775 <input type="checkbox"/> Plain Back - Provide Adhesive 123219 <input type="checkbox"/> Back Bar - Ship Assembled 111532 <input type="checkbox"/> Back Bar - Ship Unassembled 116123	<b>Product Total \$</b>
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<b>Finish</b> <input type="checkbox"/> Satin <input type="checkbox"/> Painted (specify color) _____ <input type="checkbox"/> Polished <input type="checkbox"/> Oxidized (specify: light, medium, dark) _____ <input type="checkbox"/> Chrome plated polished <input type="checkbox"/> _____	<b>Letterstyle/Artwork</b> Specify typestyle: <b>OR</b> If you are providing artwork for custom letters or logos, via email, specify format:  Please provide a hard copy proof of any electronic artwork for our records. <input type="checkbox"/> Use Customer Artwork 120806 <input type="checkbox"/> Artwork Provided by Matthews 124423 (Artwork and disks are not returned unless arranged in advance.)
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<b>Template</b> <input type="checkbox"/> Not required 122836 <input type="checkbox"/> Required 115246	Spacing requirements or available wall space:
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**Special Instructions:**

\*All punctuation is priced at 25% of the corresponding sized letter price.  
 By permitting Matthews to process this order, customer hereby authorizes Matthews to photograph the ordered products for use in professional marketing materials produced by Matthews for external distribution; provided, however customer may reserve the right to modify this authorization by checking the following box.