



WATERJET-CUT LETTERS ORDER FORM

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 #

ARCHITECTURAL PRODUCTS

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.

Artwork enclosed. (Artwork will not be returned unless arranged in advance)

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

Is the order needed for a dedication? _____ Dedication Date _____

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

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

Material <input type="checkbox"/> Aluminum <input type="checkbox"/> Commercial Bronze <input type="checkbox"/> Brass <input type="checkbox"/> Copper <input type="checkbox"/> Muntz Metal <input type="checkbox"/> Stainless Steel <input type="checkbox"/> Other		Thickness <input type="checkbox"/> 1/8" <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2" (call for quote) <input type="checkbox"/> _____ "		Mounting Method <input type="checkbox"/> Studs <input type="checkbox"/> VHB Foam Tape 113876 <input type="checkbox"/> None 119415 <input type="checkbox"/> Vinyl Spec Tape 118139 <input type="checkbox"/> Spacers (specify length) _____ "		Product Total \$ <hr/> Edge Finish <input type="checkbox"/> Edges Painted 120190 <input type="checkbox"/> Edges Blasted 111630 <input type="checkbox"/> Edges Oxidized 120283 (Brass Alloy Only)	
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Finish <input type="checkbox"/> Brushed Satin (horizontal grain) 123914 <input type="checkbox"/> Brushed Satin (vertical grain) 110139 <input type="checkbox"/> Polished (#8 Mirror) special pricing 114585 <input type="checkbox"/> Oxidized (specify: special pricing) <input type="checkbox"/> dark 122737 <input type="checkbox"/> light 115868 <input type="checkbox"/> medium 111138 <input type="checkbox"/> Painted (specify color) _____ 118193 <input type="checkbox"/> Random-Orbital (non-directional) 124731 (special pricing) <input type="checkbox"/> Anodized (on Aluminum only, specify color) special pricing <input type="checkbox"/>		Letterstyle/Artwork Customer-provided artwork: If you are providing artwork for custom letters or logos via disk or email, please specify format: _____ <input type="checkbox"/> Use Customer artwork <input type="checkbox"/> Artwork Provided by Matthews (Artwork is not returned unless arranged in advance.) Matthews to typeset/prepare artwork: Specify typestyle(s): _____	
Clear Coats <input type="checkbox"/> Gloss <input type="checkbox"/> Semi-gloss		Template <input type="checkbox"/> Not required 122836 <input type="checkbox"/> Required 115246 Spacing requirements or available wall space: _____	

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.