



# Order Form

3670 W. 2100 S. , Salt Lake City, UT 84120 | Office: 801.973.0092 | Fax: 801.973.0347

**Customer Information:**

Customer: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Payment Method:**

Cash or Check   
 Bill on A/C  P.O. # \_\_\_\_\_  
 Credit Card  Card Type: \_\_\_\_\_ Name: \_\_\_\_\_  
 Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Order Information:**

Job Name: \_\_\_\_\_  
 Date Due: \_\_\_\_\_ Time: \_\_\_\_\_  
 Proof Required (any proofs after first will be billed)  
 Rush (additional charges will be applied)

**Delivery Instructions:**

Deliver. Bill Customer  
 Customer Pick-up  
 Other \_\_\_\_\_

Description	Size	Qty.	Print Type	Mounting	Lamination
			Mounted print 16 oz. banner Paper print Recyc. banner Banner for stand 12 mil banner Outdoor sign Vehicle wrap Other: _____	3/16" Foamcore Acrylic 1/2" Black Gator Coroplast 1/8" White Gator Styrene 1/4" Black Sintra MDO Other: _____	Gloss Luster 15 ml Textured 5 ml Textured Other: _____
			Mounted print 16 oz. banner Paper print Recyc. banner Banner for stand 12 mil banner Outdoor sign Vehicle wrap Other: _____	3/16" Foamcore Acrylic 1/2" Black Gator Coroplast 1/8" White Gator Styrene 1/4" Black Sintra MDO Other: _____	Gloss Luster 15 ml Textured 5 ml Textured Other: _____
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**Special Instructions:**

**Customer Authorization:**

Metro Display is not responsible for delays caused by incomplete or inaccurate files or instructions, and does not guarantee exact color match on final product. Submission of any electronic files, film, slides, transparencies, negatives, art work, or other materials to Metro Display for processing, scanning, photography, or other handling constitutes an agreement between you and Metro Display that in the event that submitted materials are damaged by Metro Display or its agents due to any reason. Metro Display's liability shall be limited to replacement of such media with a like quantity of unexposed film or electronic media and processing. Metro Display assumes no liability for loss or damage to materials in transit to or from our facilities.

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Order taken by: \_\_\_\_\_ Date in: \_\_\_\_\_ Time in: \_\_\_\_\_