

Flash Drive Express Order Form

2610 Arbor Valley Drive, Cumming, GA 30041

Phone: 1-800-722-4332 Fax: 877-285-1950

Email: service@flashdriveexpress.com

Date:

Company:

Name:

Phone:

Ext:

Fax:

Email:

Purchase Order # (optional):

Item 1

Item Code:

Art Instructions

Total Quantity:

Design Name (describe your logo):

Capacity:

Design Location:

Product Color:

Number of Colors:

Unit Price:

Logo Colors (include PMS #'s if available):

Special Instructions:

In-Hand Required Date:

Pantone Color Matching Required?

Yes

No

Digital Proof Required?

Yes

No

Does your design contain halftones?

Yes

No

*Pre-Production Physical Sample Proof Required?

Yes

No

*(This will be an additional cost and will add to overall production time)

Item 1

Item Code:

Art Instructions

Total Quantity:

Design Name (describe your logo):

Capacity:

Design Location:

Product Color:

Number of Colors:

Unit Price:

Logo Colors (include PMS #'s if available):

Special Instructions:

In-Hand Required Date:

Pantone Color Matching Required?

Yes

No

Digital Email Proof Required?

Yes

No

Does your design contain halftones?

Yes

No

*Pre-Production Physical Sample Proof Required?

Yes

No

*(This will be an additional cost and will add to overall production time)

How to submit your designs/logos:

Adobe Illustrator EPS files are preferred. All images inside the file should be 300 dpi or higher. All fonts inside your design should be converted to outlines. In Illustrator, highlight all text, select the "Type" menu, then select the "Create Outlines" command to convert all fonts to outlines.

jpg, gif and bmp images are not useable.

For detailed art instructions, visit: <http://www.flashdriveexpress.com/art.html>

Important Notes:

If you are shipping to a trade show or hotel, please be sure to check with the trade show for the earliest date they can begin accepting shipments for the show. Many venues will reject shipments which arrive a few days before the show date.

Manufacturers have varying abilities to match Pantone colors and cannot always guarantee an exact match.

Registration tolerance between colors of your design may vary on a piece-by-piece basis depending on the product you order. If you have a design with tight printing tolerances or would like to understand more about registration tolerance and how it affects the way your design will look on an item, please call us.

All shipping charges we incur in processing your order including inbound and outbound freight are billable. Taxes, as applicable, are also billable. Overshipments are 10% billable. Most flash drive manufacturers do not do over or undershipments.

Shipping Instructions:

Name:

Company:

Address:

City:

State:

Zip Code:

Phone:

If you wish to ship to more than one location, please send us an email specifying the following:

1) Which items and quantities you wish to go to each location.

2) When you need each respective shipment to arrive.

*Shipping is included on all flash drive orders unless otherwise noted.

Special Shipping Instructions:

Billing Instructions:

Pre-payment is required for all overseas orders. This includes flash drives, mp3 and mp4 players, digital picture frames and USB hubs. Please contact us if you have questions about this policy.

Prompt payment keeps our company strong and enables us to provide you with excellent service. Your support and business are greatly appreciated.

We accept Visa, Mastercard and American Express. We also accept company checks once credit references are checked and approved.

Credit Card Type:

Credit Card Number:

Expiration Date:

Credit Card Security Code:

Card Holder Name:

Billing Address of Card Holder

Company:

Address:

City:

State:

Zip Code:

Phone:

Signature:

Date:

Credit Policies:

Finance charges are applicable to outstanding balances in excess of 45 days past due at 1.5% or the maximum allowable under law. If we are required to pursue collections or legal on debts outstanding beyond terms, all costs associated with these efforts will be charged to your company in addition to finance charges. No personal checks are accepted.

Order Acknowledgement and Authorization

Please complete the following to confirm your order and your commitment to payment within our standard payment terms.

Name:

Signature:

Date: