



a division of **Americo** 

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promomattng.com  
200 Cook St.  
Cartersville, GA 30120

# PURCHASE ORDER FORM

*\* Indicates a required field. Forms missing required information will not be processed.*

*• No order changes will be accepted after an order enters production. Customers are responsible for all materials and labor costs incurred prior to cancellation and will be billed accordingly. All changes/cancellations must be in writing.*

Quote # \_\_\_\_\_

Freight Estimate # \_\_\_\_\_

## BILL TO\*

## SHIP TO\*

CUST # \_\_\_\_\_  
NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_

Same as Bill To

ORDER DATE*	CUSTOMER PO#*	IN-HANDS DATE*

**Please note : Quantity, Screen Charge, and Setup Fee's are per Size/Design/and Orientation**

ITEM #	QTY.*	MAT SIZE*	MAT TYPE*	PRICE* (NET ea. unit)
N/A		N/A	*FLOCKED/SCREEN PRINT SCREEN CHARGE	
N/A		N/A	*SET-UP CHARGE	

MAT/IMPRINT COLORS*	SPECIAL INSTRUCTIONS
Mat Color* _____ Logo Name* _____ Imprint Colors* _____	_____ _____ _____

SHIP VIA*
† <input type="checkbox"/> COLLECT † <input type="checkbox"/> THIRD PARTY <input type="checkbox"/> PREPAY/ADD TO INVOICE <input type="checkbox"/> CPU (Customer Pick Up)
Other: _____

† Please list the shipping account number and carrier name as well as billing address for the shipping account in the "Other" field above.

You may email your completed order to [orders@promomattng.com](mailto:orders@promomattng.com). Please send your artwork to [art@promomattng.com](mailto:art@promomattng.com). Desired art formats: .pdf, .ai, .eps, or hi-res jpg (300 dpi)