

Company/Customer Name: _____

Contact Name: _____

Phone: _____ Alt Phone: _____

Fax: _____ Email: _____

Address: _____ Billing Address: _____

Substrate: _____

Quantity: _____ Size: _____

Colors: _____

☐ 1 Sided ☐ 2 Sided

_____ " Border _____ " Radius Corners

Order Sent Out

☐ Gemini Letters

☐ Howard Industries Sign

☐ Sandblasted Sign

☐ Orbus

☐ Screen Printed Thru _____

☐ Designed

☐ Proof Emailed / Called

Time & Date

Banners

☐ Grommets: Corners Center Every 2ft

☐ Rope

☐ Pole Pocket

☐ Wind Poockets

☐ Pennent Shaped

Special Instructions _____

Other Sent Out Order

☐ Proof Approved

☐ Order Sent Out or

☐ Material Ordered

☐ Material In Stock

☐ In Production

☐ Being Installed

☐ Complete / Called

Time & Date

Special Care

Holes: Corners Center Top Bottom

Holes Other: _____

Velcro: Corners Center Top Bottom

Velcro Other: _____

