

PURCHASE ORDER

Order Date: _____

P.O. Number: _____

Bill to:			
Company Name: _____			
Buyer's Name: _____			
Street Address: _____			
City: _____	State: _____	Zip Code: _____	
Telephone: _____		E-mail: _____	

Ship to:			
Company Name: _____			
Buyer's Name: _____			
Street Address: _____			
City: _____	State: _____	Zip Code: _____	
Telephone: _____		E-mail: _____	

Job Name: _____

Item #	Description	Qty.	Unit Price
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL QTY: _____

Required Ship Date:	Ship via:
<input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct	<input type="checkbox"/> UPS Grnd. _____
<input type="checkbox"/> Nov <input type="checkbox"/> Dec	<input type="checkbox"/> Will Call
	<input type="checkbox"/> Trucking <input type="checkbox"/> Our Truck

Imprint Color:
<input type="checkbox"/> Black <input type="checkbox"/> Reflex Blue <input type="checkbox"/> Green 347 <input type="checkbox"/> Red 185
<input type="checkbox"/> Full Color <input type="checkbox"/> Gold Foil <input type="checkbox"/> Other: _____

Artwork: (Only accept pdf or AI file types)
<input type="checkbox"/> Same as last year <input type="checkbox"/> Artwork Supplied

Desktop Board (ONLY #700, #750, #900)	Other:
<input type="checkbox"/> Desktop Board (Black)	<input type="checkbox"/> Envelope (qty.) _____
<input type="checkbox"/> Desktop Board (Burgundy + Gold Wire O-Bound)	<input type="checkbox"/> Other _____

Additional Charge:	
Color Set-up (Blue, Green, Red, Other)	\$
Full Color Set-up	\$
Full Color Run (per calendar)	\$
New Artwork	\$
Artwork Proof	\$
Envelope	\$
Desktop Board (Burgundy + Gold Wire) (per calendar)	\$
Gold Foil Die Charge	\$
Other _____	\$

SHIPPING: \$ _____
TOTAL AMOUNT: \$ _____

FACTORY USE ONLY:			
 JUNO GRAPHICS	Received by: _____	Date: _____	
	Verified by: _____	Date: _____	
	Entered by: _____	Date: _____	
	Input Verified by: _____	Date: _____	

SPECIAL INSTRUCTIONS:	

TERMS & CONDITIONS 1. Deposit: 50% of minimum deposit are required and the balance is payable upon delivery of merchandise. 2. Changes to order: Any changes on unit price, quantity etc., shall not be allowed after 5 days from the contract date. 3. Cancellation of order: The contract can not be cancelled at any event. When buyer makes unilateral cancellation of the order, not only deposit become invalid, also buyer is liable for total contract amount. 4. Delays in delivery: We shall not be responsible on delays due to carrier delays, wars, fires, flood, accidents, earthquakes or other contingencies beyond our control. 5. Claims must be made within 24 hours after delivery or they will not be accepted and then only upon return of merchandise in original packaging. A service charge of 1.5 percent per month will be payable on overdue accounts together with attorney fees incurred in making collections. 6. A minimum US\$20 will be added for each returned check. 7. The court in Los Angeles, CA will have the jurisdiction over all disputes and claims.