

# SAMPLE ORDER FORM



CRYSTAL ART USA, LLC.

print and fax to 1-206-237-2976  
or email to [sales@crystalartusa.com](mailto:sales@crystalartusa.com)

1924 Raymond Drive  
Northbrook, IL 60062  
Phone: 800-506-7966 / Fax : 206-237-2976  
[www.crystalartusa.com](http://www.crystalartusa.com)

Order Date:

Billing Information - credit card billing address		Shipping Information if different from billing	
Customer Name:		Customer Name:	
Company Name:		Company Name:	
Street:		Street:	
Street 2:		Street 2:	
City:		City:	
State & Zip:		State & Zip:	
Phone:		Phone:	
Email:		Email:	

Payment Type (check one): <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Check	
Card Number:	
Credit Card Security Code :	Card Expiration Date:
Card Holder Name:	Card Holder Phone Number:

Shipping Type:	<input type="checkbox"/> Next Day <input type="checkbox"/> 2Days <input type="checkbox"/> 3Day <input type="checkbox"/> Ground	<i>Shipping charges will be added to your total.</i>
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## Special Instructions

Is there a deadline for your project? (please provide date) \_\_\_\_\_  
Allow 11 business days for standard orders. For rush orders call 773-531-2202.

Email logos, graphics files, and personalization text to [graphics@crystalartusa.com](mailto:graphics@crystalartusa.com)

Inventory #	Product Description/Size	Qty	Price per Unit	Total
			\$	\$
			\$	\$

**Sub Total:**

**Sales Tax \* 0.09 (Illinois ONLY):**

**Total:**

A sample request is a merchandise purchase of maximum two blank items that can be returned within 7 business days upon receipt of the merchandise. A full payment for the merchandise, shipping, insurance and handling fees will be charged to the customer's credit card when the merchandise is shipped. The customer assumes full liability and responsibility for the sample merchandise in transit and at their location. If the sample merchandise is returned to Crystal Art USA, LLC. within 7 business days; in the original packaging and original condition (brand new), the customer's credit card will be credited for the cost of merchandise only. Crystal Art USA, LLC will not issue refunds for merchandise returned after 7 business days upon customer's receipt of the merchandise or merchandise returned damaged. Customers are responsible for filing damage claims with the shipping carrier. The customer agrees to pay all shipping, insurance, and handling charges incurred during shipping the sample items, including shipping and insurance of the merchandise back to Crystal Art USA, LLC. Shipping and insurance charges will be billed to the customer's credit card or waived if the customer uses their own shipping account. By signing this form you agree to these terms for your order.

Signature \_\_\_\_\_