

This form must be used for all orders. Payment must accompany each order



APCO EMD MATERIAL and SERVICE ORDER FORM

Contact Name: _____ Order Date: _____ Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Daytime Phone: _____

Fax: _____ Email: _____

Ship to:	Bill to:
Agency:	Agency:
Street Address:	Address:
City/State/Zip	City/State/Zip

EMD Materials and Services	Quantity	Unit Price	Total
Draft Guide Cards Includes set up & 3 draft copies – COST includes: Completed guide card rack after final Draft process approved		\$299.00	
Customization Fee		\$325.00	
Additional Sets of Production Guide Cards with RACKS		\$299.00	
Additional Sets of Production Guide Cards w/o RACKS		\$199.00	
Guide Card Racks ONLY		\$ 99.00	
Black and White Training Copies		\$20.00 each	
Changes made to current cards (multiplied by # of racks)		\$12.50 per card	
Replacement Plastic Sleeves (sold as set 2 sleeves, 1 pin)		\$2.50 per set	
Please be certain your order is correct. All sales are final. Refunds or returns will not be accepted. If you are tax exempt, please include a copy of the certificate.		Sub Total:	
Method of Payment (U.S. Funds only): <input type="checkbox"/> Check <input type="checkbox"/> Purchase Order # _____ (fax or attach copy) (Note: New Jersey – Original PO Only) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX		7% Shipping & Handling	
Card#: _____ Exp: _____		State Sales Tax: FL add 6.5% WA 8.5%	
Name on Card: _____		TOTAL	
Cardholder Address: _____			
Email Address _____			
Signature: _____			
Return to: APCO International 351 N. Williamson Blvd. Daytona Beach, Florida 32114 Voice: 386.322.2500 Fax: 386.322.9766			

Please Read Terms & Conditions Carefully (signature required)

This form serves as a contract and must be signed and returned with all draft sets of guide cards submitted for revisions. A method of payment must also accompany this order before any customization of guide cards can begin. Please sign below and return to APCO International upon acceptance.

Signature _____ Date _____

Printed Name _____ Title _____