

ORDER FORM

Make copies of this form and use for each order

MIDDLE GEORGIA SIGNS

DESIGNEFFEX, INC.

246 N. 2nd St. Cochran, GA 31014

FAX : 478-934-0888

email: donna@mgsdfx.com

P.O. Number: _____ **Date:** _____

Company/Organization: _____

Order Placed by: _____

Phone: _____

BILL TO:

SHIP TO: *check if same as billing*

Terms: **Credit Card** CC# _____ **EXP:** _____

C.O.D. Cash or Company Check

Net 30 (for customers with established credit)

QTY	ITEM #	PG#	DESCRIPTION	UNIT PRICE	TOTAL

CUSTOM ORDER DETAILS :

CUSTOMER SIGNATURE

Terms & Conditions of Sale

MIDDLE GEORGIA SIGNS
DESIGNEFFEX, INC.

MINIMUM ORDER

We have a minimum order in the amount of \$25.00. A \$5.00 service charge will be applied to each order under \$25.00

ACCEPTABLE FORMS OF PAYMENT

Credit Cards - We accept VISA, MasterCard, AmEX, Discover

C.O.D. - For in stock items only

NET 30 - Available for customers with an up-to-date credit application approved and on file with MGSDFX

**Government agencies qualify for Net 30 automatically by providing a purchase order number*

PLEASE NOTE :

~ Invoices are due within 30 days from the invoice date.

*~ All late payments are subject to a 1-1/2% late fee per month
on the outstanding balance for each month the outstanding balance remains.*

SHIPPING

F.O.B. Origin. Buyer is responsible for all shipping/freight costs unless otherwise specified.

We ship via UPS, please let us know if you'd like expedited shipping or a have an account with a different carrier you'd prefer to use. Any changes in shipping costs will be reflected on the invoice. Heavy and oversized shipments will be sent by motor freight.

DELIVERIES

Orders over \$2500 qualify for free delivery. However, delivery area is limited to Middle and South Georgia at this time. Give us a call if you'd like to know if you are on our current delivery routes. We strive to expedite every order, but those customers who place orders 1-2 weeks in advance receive preferential treatment as we can schedule our delivery route in advance as well. Rush orders may be subject to an additional charge, which will be dependent on delivery schedule at that particular time.

All deliveries must be inspected upon receiving for quantities, accuracy and possible damage incurred in transit. Customer must notify MGSDFX immediately and note on delivery ticket or carrier's inspection report.

RETURN GOODS

Returned goods may be subject to a 15% re-stocking fee.

Custom products are non-returnable.

Any items returned must be clear of damage and will be inspected prior to issuing credit.

CANCELLATIONS

Customer may cancel if no materials have been ordered and design work has not begun. There is a \$50.00 minimum charge for cancellation if design work on custom graphics or non-standard traffic signs has begun. Once signs are in production or special materials have been ordered, the order cannot be canceled.