

Date \_\_\_\_\_

# BRAND GRAPHIC SOLUTIONS NEW CUSTOMER FORM

## COMPANY INFORMATION:

Company \_\_\_\_\_

Address \_\_\_\_\_

Apt/Suite: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

e-mail: \_\_\_\_\_

## BILLING INFORMATION:

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

e-mail: \_\_\_\_\_

## ADDITIONAL SHIPPING ADDRESS:

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

e-mail: \_\_\_\_\_

### Payment Options:

Charge my:  
(circle one)



\_\_\_\_\_ / \_\_\_\_\_  
ACCOUNT NUMBER

Card expiration \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (city)

\_\_\_\_\_ (state)

\_\_\_\_\_ (zip)

\_\_\_\_\_

ONE TIME USE

PLEASE KEEP ON FILE  
FOR FUTURE ORDERS

The purpose of this statement is to authorize Brand Graphic Solutions (also stated forward as "the merchant") to process credit card transactions from the above stated applicant. These transactions will be processed via phone orders. I/We understand that upon the expiration date of this Credit Card or if any other information changes it will be necessary to complete a new Credit Card Authorization Form. By signing this document I/We am/are accepting all responsibility for these transactions to ensure full and proper payment to the merchant.

**OVERRUNS AND UNDERRUNS:** All orders are subject to a quantity variance. This variance should not exceed 1%. Overruns are not charged to customer. Underruns exceeding 1% will be refunded to customer, or at discretion of Brand Graphic Solutions, signs will be re-run and shortage made up.

**CORRECTIONS /ALTERATIONS:** Customer corrections or alterations from the original instructions submitted will be at the customer's expense. Any order cancelled will be charged for work to date. Minimum cancellation charge of \$75.00.

**SHIPPING:** All orders are FOB shipping point. Unless otherwise specified, we will ship the most economical method.

**MATERIALS:** All original furnished materials will be returned to the customer upon request. Brand Graphic Solutions retains rights to all preparatory materials.



**BRAND GRAPHIC SOLUTIONS**  
Imaging Brands For Success

MAIL TO: Brand Graphic Solutions 30 E. Main St., Plymouth, PA 18651 or FAX TO: 570-779-3077  
Visit our website at: [www.brandgraphicsolutions.com](http://www.brandgraphicsolutions.com) or e-mail us at: [info@brandgraphicsolutions.com](mailto:info@brandgraphicsolutions.com)