Order Form

United Visual Products, Inc.

540 W. Oklahoma Ave.
P.O. Box 070099
Milwaukee, WI 53207-2647
www.uvpinc.com
email: info@uvpinc.com

Phone	(414) 615-4500
Phone Toll Free	(800) 444-0305
Fax	(414) 615-4550
Fax Toll Free	(866) 263-2456

HAVE YOU ORDERED FROM US BEFORE? ☐ YES ☐ NO

DATE _____ **PURCHASE ORDER NO.** _____

BILLING ADDRESS

COMPANY NAME: _____

"BILL TO" ADDRESS: _____

CITY•STATE•ZIP: _____

PHONE # _____ FAX # _____

ATTENTION: _____ TITLE: _____

E-MAIL ADDRESS: _____

SHIPPING ADDRESS

COMPANY NAME: _____

"SHIP TO" ADDRESS: _____

CITY•STATE•ZIP: _____

PHONE # _____ FAX # _____

ATTENTION: _____ TITLE: _____

ORDER NEEDED BY (Date): _____

PAGE	MODEL #	QUANTITY	DESCRIPTION (Specify Size (W x H) and Special Instructions)	COLOR	PRICE EACH	TOTAL PRICE

Shipping charges and sales taxes will be added.

Thank You for Your Order

Shipping (Call for shipping cost)

Sales Tax (If applicable)

Total

PAYMENT METHOD

Card Holder's Name _____

Signature _____

Expiration Date: _____ Mo. Yr.

Credit Card #

☐ VISA ☐ MasterCard ☐ AMERICAN EXPRESS ☐ DISCOVER NETWORK

VISA, MASTERCARD, AMERICAN EXPRESS AND DISCOVER NETWORK ARE REGISTERED TRADEMARKS.

☐ **PREPAYMENT** $ _____

Check # _____

☐ **BILL COMPANY NET 30** (per approval)

UNITED VISUAL PRODUCTS, INC. TERMS

- **Please inspect merchandise immediately** upon delivery and report any damage.
- **Merchandise** shipped F.O.B. factory.
- **Returns and cancellations** must be authorized in advance and are subject to round trip shipping charges and restock fees. Materials being returned must be in saleable condition and should be insured since you are responsible for all materials invoiced.
- **Custom items** cannot be cancelled or returned.
- **Prices** stated are FOB our plants except where otherwise noted. **All prices are subject to change because of possible producer price changes.** We bill at the producer's latest selling price. In case of sizeable price increases, we shall notify you prior to shipment for confirmation.
- **Confirmations and duplicate orders** are the buyer's responsibility.
- **Terms** are net 30 days to approved accounts. Use Visa, Mastercard, American Express, Discover, or Prepayment to expedite your order.
- **Product colors** vary in reproduction and dye lot. If you need a precise color match or your color is not pictured, please request a free sample of fabric, felt, vinyl, wood, or metal.

I. **Give a close visual inspection for damage.**
If the carton appears to have been damaged in any manner, please make a note of it on freight bill. Be sure to keep your copy of the signed delivery ticket.

II. **Check your counts.**
If your counts are short, please note on the carrier's delivery receipt.

III. **Open all products and inspect immediately, before the driver leaves. If you find damage, note it on the delivery ticket, and then call United Visual and the Carrier to request an inspection. United Visual assumes no responsibility for products inspected after 10 days of delivery.**
Be sure to keep damaged goods and packaging in the Receiving Area. We suggest you send a fax to the carrier confirming your phone call. You must retain product and delivery receipt to expedite claim.