To the Godfrey Group - Attention: _____
(sales project manager)

ORDER FORM

Call our sales staff for help in ordering or creating a custom design.

Qty.	Item/Or Package No.	Description	Color	Unit Cost	Total Cost
				Subtotal	

***Make as many copies of this form as is necessary to complete your order.**

Delivery: Normal delivery is three to four weeks after we receive your order. If your need is more urgent, we often deliver within a few days. Call for expediting charges.
Terms: 50% deposit with order by check or credit card, balance collected on delivery with cashiers check, certified check or credit card.
Freight: FOB our facility in Raleigh, North Carolina. Non-standard and custom items are not returnable. Other items may not be returned without written authorization from The Godfrey Group. A restocking charge will apply. Claims for returns or damages should be made immediately and no later than two days after receipt.
All amounts are payable in US funds.

ORDERING INFORMATION

Date: _____ Purchase Order No.: _____

Company Name: _____

Contact Person: _____

Phone: _____ Fax: _____

Email Address: _____

Shipping Address: _____

_____

Billing Address: _____

_____

UPS or FedEx Account #: _____

Note: if no shipping account # is provided, shipping cost will be added to order total

Ship to arrive by date: _____

ARTWORK

☐ Using company to send/enclosed ☐ Agency to send ☐ Godfrey to supply

TOTAL PAYMENT

Grand Total= _____

Expediting Charge _____ (Call for Price)

Deposit= _____

Deposit Credit Card ☐ Deposit Check ☐

Total Balance due = _____
+ Shipping

Balance Credit Card ☐ Balance C. O. D. Certified ☐

☐ MasterCard ☐Visa ☐ AmEx
(Minimum Credit Card order is $50.00.)

Account Number

_____
Expiration Date

_____
Authorized Signature

NOTES:	

The Godfrey Group Inc.
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