



OFFICE MATES™

Vinyl Envelope & Menu Specialists

Terms of Sale:

- The minimum order is \$50.00.
- Please see individual items for minimum order quantities.
- Payment:
 - American Express, Mastercard, Visa, Check in Advance & COD are accepted.
 - Open accounts: Net 30, date of invoice.
- In stock orders typically ship in 48 hours.

Shipping Method:

- Freight is F.O.B. Sussex, WI. Our standard shipping is UPS Ground. Items exceeding UPS guidelines will be shipped via Common Carrier. Please request shipping information when placing an order.

Pricing:

- **TiE** makes every effort to maintain prices at the lowest level. Occasionally, prices may change without notice.

Returns:

- Return Authorization must be made 30 days upon receipt. Returns will not be accepted without a prior RA from our Customer Service Department. A 15% restocking charge is applied to all returns. All Custom Orders are final.

Custom Orders:

- Custom Orders are final. Prior to production, **TiE** will provide a Pre-Production Sample, Formal Quote and a Pre-Production Approval. Please call with questions before ordering.

Guarantee:

- All **TiE** merchandise is guaranteed against material defects and workmanship. If you are not completely satisfied with the material or workmanship within 30 days of receipt, simply contact our Customer Service Department and we will replace the merchandise or credit your account. Custom Orders are final.

Sold To:

Phone Number () _____
 Company Name _____
 Your Name _____
 Street Address _____
 City _____ State _____ Zip _____
 Purchase Order No. _____
 Account Number _____

Ship To: (If Different Than Sold To)

Phone Number () _____
 Company Name _____
 Your Name _____
 Street Address _____
 City _____ State _____ Zip _____

- Mastercard AMEX COD Charge to Open Account
 Visa Check in Advance or Money Order Acct.# _____

Credit Card Number - - -

Expiration Date - Name on Card (please print) _____

Signature _____

Email Address: _____ (Shipment Notification)

Quantity	Part Number	Color Code*	Price Each	Total
150	85726-SAP_	K	\$1.52 ea	\$228.00

Applicable shipping & handling charges and sales tax will be added to your invoice.

Subtotal

Freight

WI add 5.1% sales tax

Total

*Color Codes:

BO Burnt Orange	T Teal	K Black
Y Yellow	SKB Sky Blue	P Purple
KG Kelly Green	B Blue	U Burgundy
G Green	W White	R Red

Please Fax Back for Immediate Response 262-246-4828