

**This form must be used for all orders. Payment must accompany each order**



**APCO EMD MATERIAL and SERVICE ORDER FORM**

Contact Name: \_\_\_\_\_ Order Date: \_\_\_\_\_ Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

|                 |                 |
|-----------------|-----------------|
| <b>Ship to:</b> | <b>Bill to:</b> |
| Agency:         | Agency:         |
| Street Address: | Address:        |
| City/State/Zip  | City/State/Zip  |

| EMD Materials and Services  | Quantity | Unit Price  | Total |
|---|----------|---|-------|
| <b>Draft Guide Cards Includes</b> set up & 3 draft copies –<br><b>COST includes:</b> Completed guide card rack after final Draft process approved   |          | <b>\$299.00</b>                                   |       |
| Customization Fee   |          | <b>\$325.00</b>                                   |       |
| Additional Sets of Production Guide Cards <b>with RACKS</b>   |          | <b>\$299.00</b>                                   |       |
| Additional Sets of Production Guide Cards <b>w/o RACKS</b>  |          | <b>\$199.00</b>                                   |       |
| <b>Guide Card Racks ONLY</b>  |          | <b>\$ 99.00</b>                                   |       |
| Black and White Training Copies   |          | <b>\$20.00 each</b>                               |       |
| Changes made to current cards (multiplied by # of racks)  |          | <b>\$12.50 per card</b>                           |       |
| Replacement Plastic Sleeves (sold as set 2 sleeves, 1 pin)  |          | <b>\$2.50 per set</b>                             |       |
| <b>Please be certain your order is correct. All sales are final. Refunds or returns will not be accepted. If you are tax exempt, please include a copy of the certificate.</b>  |          | Sub Total:  |       |
| <b>Method of Payment</b> (U.S. Funds only):<br><input type="checkbox"/> Check <input type="checkbox"/> Purchase Order # _____ (fax or attach copy)<br><b>(Note: New Jersey – Original PO Only)</b><br><input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX |          | <b>7% Shipping &amp; Handling</b>                 |       |
| Card#: _____ Exp: _____   |          | <b>State Sales Tax:</b><br>FL add 6.5%<br>WA 8.5% |       |
| Name on Card: _____   |          | <b>TOTAL</b>                                      |       |
| Cardholder Address: _____   |          |   |       |
| Email Address _____   |          |   |       |
| Signature: _____  |          |   |       |
| <b>Return to:</b><br>APCO International<br>351 N. Williamson Blvd.<br>Daytona Beach, Florida 32114<br>Voice: 386.322.2500 Fax: 386.322.9766   |          |   |       |

**Please Read Terms & Conditions Carefully (signature required)**

This form serves as a contract and must be signed and returned with all draft sets of guide cards submitted for revisions. A method of payment must also accompany this order before any customization of guide cards can begin. Please sign below and return to APCO International upon acceptance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_