

Date

Name of your Designtex contact

Customer Information

Customer account number

Name

Address

City, state zip code, country

Phone

Contact name

Email

Project name

Project number

Project address

Project city, state, zip code, country

Purchase order number

Billing Information

Does the billing address differ from the customer address?

Yes (list below)

No

Name

Company

Address

City, state, zip code, country

Phone

Contact name

Billing Information (continued)

Email

Specifier Information

Company

City, state, zip code, country

Is this order tax exempt?

Yes

No

Has a tax exempt form been submitted to Designtex?

Yes

No (please attach)

Final Destination (tax is calculated based on final installation location)

City, state, zip code, country

Order Shipping Information

Name

Company

Address

City, state zip code, country

Phone

If this order is shipped internationally (list below)

Customs broker name

Customs broker email

Customs broker phone

Shipping speed

Ground

2 day AM

3 day

Next Day

2 day

Next day AM

Requested delivery date

→ Form continues on next page

Order Shipping Information (continued)

Mark delivery for

Shipping options

Prepay

Ship on the third party account (list below)

Carrier/freight forwarder

Account number

Cutting for Approval

Will this order require a cutting for approval?

YesNo

Name

Company

Address

City, state, zip code, country

Phone

Email

Order Summary

Product name and number	Quantity	Price	Total

Has this order been quoted previously

YesNo

Is material on reserve?

YesNo

Reserve number

Authorization

Signature

Name