

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 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

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 3 day 2 day 2 day AM Next day Next day AM

Requested delivery date

Mark delivery for

Form continues on next page

Order Shipping Information (continued)

Shipping options

- Prepay and add
- Ship on third party account (list below)

Carrier/freight forwarder

Account number

Cutting for Approval

Will this order require a cutting for approval?

- Yes (list address below)
- No

Name

Company

Address

City, state, zip code, country

Phone

Email

Order Summary

Product name and number

Quantity

Price

Total

Grand total

Has this order been quoted previously?

- Yes (quote attached)
- No

Is material on reserve or preorder?

- Yes
- No

Reserve or preorder number

Authorization

Signature

Name
