

Fax/ Mail Order Form



- To Order
1. Fax Orders To.....**706-937-4425**
 2. Phone Orders To.....**800-295-3932**
 3. Mail Orders To.....**Direct Mat**
PO Box 1068
Ringgold, GA 30736
 4. E-Mail Orders To.....**directmat@directmat.com**

If you have received a quote from us please enter the Quote # to confirm pricing and information:

Quote #

1 Send me the following:

Quantity	Product (ex. Mardi Gras)	Size (Height x Width)	Notes	Color(s)	Each Price	Total Price

2 Please print your name and complete shipping address below if different from billing address, and include phone number.

BILLING ADDRESS: Business Residential

Company _____

Contact _____

Address _____

City _____ ST _____ Zip _____

Ph _____ Fax _____

SHIPPING ADDRESS (NO PO Boxes) Business Residential Same as Above

Company _____

Contact _____

Address _____

City _____ ST _____ Zip _____

Ph _____ Fax _____

Art Charge See Price List	
Misc. Charge ex. Special Edging	
SUBTOTAL	
GA Customer Add 6% tax	
Shipping \$0.75/square foot Call for volume discount	
GRAND TOTAL	

3 Due Date/ Instructions In Hands Date

Please fill in the date you will need your order in hands (if less than 2 weeks call for availability.)

____/____/____

Note any special instructions.

4 Please fill out credit card information



Method of Payment:
Credit Card Method can be faxed or mailed

Card Number: (Visa, MC, Discover- 16 digits; Amex- 15 digits)

Name (as it appears on card, please print)

Expiration Date

____/____

Month Year

Validation Code:

(Visa, MC, Discover- 3 digits; Amex- 4 digits)

Most cards have a 3-digit code printed on the back of the card, to the right of the card number. American Express cards have a 4-digit code printed on the front, to the right of the card number.

Company Name (if Corporate Card)

Authorizing Signature