

15% OFF

ALL ORDERS  
PLACED BY  
APRIL 15TH

# ORDER FORM

**Phone**

1-877-971-7446  
M-F 7:30am-4pm Central

**Fax**

(920) 830-8210  
24 hours a day



Website  
www.rjmarx.com

W6232 Contractor Drive  
Appleton, WI

1 Ordered By (Purchase Order No. \_\_\_\_\_)

\_\_\_\_\_  
Name, Department

\_\_\_\_\_  
School, Institution or Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
E-mail Address

2 Ship To (if different than ordered by)

\_\_\_\_\_  
Name, Department

\_\_\_\_\_  
School, Institution or Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Fax

3 Ordered (Helmet Color: \_\_\_\_\_)

Quantity	Code	Size	Description	Color(s)	Unit Price	Total

**Shipping & Terms** All orders are shipped by United Parcel Service GroundTrac service unless specified otherwise. Orders are shipped prepaid and charges are added to your invoice. No orders will be shipped COD. Our terms are net 30 days with approved credit. Checks or money orders should be made payable to RJ Marx Incorporated. If you are tax exempt, a copy of your tax exempt certificate must be on file.

Shipping

Tax

Grand Total


4 **Personalization Requirements** As a quality control measure, your instructions for personalization must be typed and sent with your order to ensure proper spelling on finished product. Hand written information will not be accepted.

5 **Logo & Mascot Specifications** Include a clear black and white camera-ready copy (or 600 dpi laser print, no gray tones) of your mascot or school logo with the order. Photocopies or faxed copies are not suitable for reproduction.

6 **Proofs** (Decal orders not included.) Upon receipt of complete information we will provide you with a paper proof copy for your approval within 10 working days. We will begin production when we receive your written approval of proof.

7 **Production Time** (Decal orders not included.) We will do everything possible to meet your required delivery dates. On new orders we will produce product for you in 15 working days upon receipt of proof approval. On exact re-run orders, we will produce product for you in 15 working days or less. Remember to allow time for shipping to your location from Appleton, WI.

8 **Custom Products** We reserve the right to ship plus or minus 10% of any custom product ordered.

9 **Rush Orders** A 20% up charge of the total order value will be charged to cover the cost of rearranging production schedules and paying for overtime to meet your needs.

10 **Cancellation** If an order is canceled or changed during or after production and prior to shipment, you will be responsible for all costs incurred up to the date of cancellation or change. Cancellations must be made in writing via fax or mail.

11 **RJ Marx Guarantee** RJ Marx stands behind all of its products. If you are unhappy with your finished product, call our customer service department at 1-877-971-7446 for a return authorization.

Please check web site for current pricing.

Thank you for ordering from RJ Marx Sports Graphics