

# IT'S EASY TO ORDER

When ordering list holder and/or panel insert as separate items.

Use order form (make copies for future use)

## HOLDER

1. Select sign series. i.e., Classic Line, Architectural Aluminum Radius Corner, etc.
2. List Holder (frame) required, see example below
  - Quantity
  - Product # (see corresponding Product Sheet)
  - Holder Color (see corresponding Color Chart)

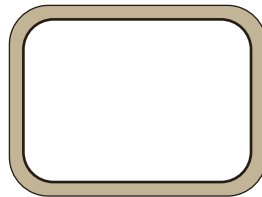
## PANEL INSERT

1. List panel insert required
  - Quantity
  - Product # (see corresponding Product Sheet)
  - Panel insert material type, color and color # (important to list this number)
  - Specify Panel Size & Thickness

As Illustrated on Product Sheets



Item #1 Holder (Frame)



Item #2 Panel Insert



### HOLDER SPECIFICATIONS

TO ORDER A HOLDER

L#	Quantity	Product Number	Holder Size	Color Name	Color Number	Sign Series
	Specify Qty.	Specify Prod.#	Specify Holder Size	Specify Holder Color	Specify Holder Color #	Specify Sign Series
1	12	RHD 2606	6 1/8" X 6 1/8" ID	Black	05	Classic Line

### PANEL INSERT SPECIFICATIONS

TO ORDER A PANEL INSERT

L#	Quantity	Product Number	Panel Insert Size (including thickness)	Color Name	Color Number	Bv	Sign Series
	Specify Qty.	Specify Prod.#	Specify Panel Size	Specify Panel Color	Specify Panel Color #		Specify Sign Series
1	12	R0P2606	1/8" X 6 1/8" X 6 1/8"	BLACK/WHITE	032-0506	√	Classic Line

To Order: Fill Out Order Form and Fax To

FAX EXPRESS **1-954-772-5567**

*Classic Architectural Signage*

4481 N.E. 5th Terrace • Fort Lauderdale, FL 33334  
 Phone (800) 238-4444 • (954) 772-2442 • Fax (954) 772-5567

# Information

## Terms & Conditions

### MINIMUM ORDER/INVOICE: \$25.00 NET

**TERMS:** Terms are COD unless credit has been approved. All open account invoices are due net 30 days from date of invoice.



We accept **VISA**®  
**Mastercard**®  
and **American Express**®

**PAYMENT IN ADVANCE:** Add \$6.00 for orders valued up to \$50.00 to cover shipping and handling charges; for orders totalling over \$50.00 add 10% of total order for shipping and handling.

**CREDIT APPROVAL:** Please submit your bank and three vendor references. Include the complete mailing address, contact, phone & fax numbers along with your account number. Please allow us 2 - 3 weeks for credit approval. We will notify you of your open account terms by letter. Initial orders will be sent UPS-COD unless we have received sufficient time to establish open account terms.

**PAST DUE ACCOUNT:** Orders will not be shipped to overdue accounts. Past due accounts will be subject to a 1.5% per month (18% per annum) finance charge on past due balance.

**SHIPPING & HANDLING:** United parcel Service (UPS) ground service, unless otherwise specified F.O.B. - Ft. Lauderdale, FL. Note: We cannot ship to a P.O. Box or by U.S. Mail. Applicable sales tax, packaging and shipping charges are additional. A surcharge will be added for shipping to a residential address.

**RETURN CHECK POLICY:** A service charge of \$25.00 will be assessed for any check returned by your bank for insufficient funds.

**RETURNS/CANCELLATIONS:** All returns must be authorized by the factory within thirty (30) days of receipt and are subject to 20% restocking charge. Custom items cannot be returned. Cancellation requests must be submitted to us in writing and signed by an authorized individual. The factory will review and issue an Authorized Return No. if the cancellation is approved. All return packages must have the assigned Authorized Return No. marked clearly on the outside return box. Packages returned without proper Authorized Return will be refused.

**INSPECTIONS/DAMAGES & SHORTAGES:** Please inspect each shipment immediately upon receipt. If damage is noted, the carrier should be notified at once. All claims for shortages or errors must be made in writing. Shipments will be considered correct, unless factory is advised of any discrepancy within five (5) days of receipt.

**DELIVERY:** Most In-Stock items will be shipped within 24 hours. Items requiring factory assembly (counter units, projection mounts, conference room units, etc.) may take slightly longer and are not considered as "In-Stock" items. Please separate these items when ordering if the balance of the order is required sooner. Due to order volume, we may find it necessary to backorder some items. All shipping dates are estimated and may vary due to unforeseen delays in production.

**QUOTATIONS:** Only our written quotations will be accepted. All quotations will be honored for (30) thirty days from date of quotation. To serve you better, at our discretion we may find it necessary to issue a quotation on some orders to verify specifications. The order will not be considered activated until the signed quotation is returned to indicate your order approval.

**COLORS:** Holder & Panel Insert Colors are subject to slight variation from batch to batch.

**PRICES:** Prices are subject to change without notice.

**ORDER FORM:** To help us give you better service, please use the attached order form to place your order. Completion of this order form will give you a fast and easy way to provide us with all the information necessary to fill the order in a timely, accurate fashion without costly delays.

**UNDERSTANDING THE PRODUCT NUMBERS:** Please note these product sheets feature completed items (with lettering applied for illustration purposes only). In the net price structure, all items - holders, panels, and accessories must be ordered separately. Select the product line desired, refer to the picture page and after determining the size(s) required, order the holders and the panels using the corresponding appropriate product page.

**PLACING ORDERS:** Company Policy requires all orders to be sent to us in written format. Orders received on our Fax Express (954) 772-5567 Line will be in process within four (4) hours of receipt. Phone orders should be confirmed in writing as Classic Architectural Signage will not be responsible for errors occurring in telephone orders.

**FACTORY ORDER CORRECTIONS:** We make every effort to complete your order accurately. However, should we make an error in filling your order, we will make the necessary adjustments. If you receive a shipment with an error, please inform us immediately upon receipt of shipment. It is our Company Policy to ship any corrected order as per the original order shipping instructions. To initiate an order corrections, please fax a copy of the work order indicating which line item has a discrepancy to help us identify the error, and take the necessary steps to make the correction. All shipments will be considered correct, unless factory is advised within five (5) days of receipt of shipment of discrepancies.

**WORK ORDER RECORDS:** We ask your cooperation in maintaining your own internal record of your orders. File search for past order history is time consuming and may cause unnecessary delays on the order. Help us to serve you better by maintaining your copies.

**OTHER:** Should you require signage items that are not featured in the product sheets or on this web site, please do not hesitate to contact us for a quotation.

Thank you for your interest in Classic Architectural's product line. We look forward to hearing from you.

# CUSTOMER ORDER FORM

PLEASE RETAIN COPY FOR REPEAT ORDERS  
**FAX EXPRESS (954) 772-5567**

## IMPORTANT

ENTER ALL PERTINENT INFORMATION ON THIS FORM.  
 MAKE COPIES FOR YOUR FILES TO EXPEDITE ANY FUTURE  
 ORDERS FOR THAT CUSTOMER. ORDERS RECEIVED ON THIS FORM WITH  
 COMPLETE INFORMATION WILL BE IN PRODUCTION WITHIN 4 HOURS.

**EXAMPLE:**  
 USE THIS BLANK ORDER FORM TO  
 PRODUCE COPIES FOR YOUR USE.

<b>Manufacturer:</b> Classic Architectural Signage 4481 N.E. 5th Terrace Ft. Lauderdale, FL 33334 Phone: (954) 772-2442 FAX: (954) 772-5567		<b>DATE ORDERED</b>		<b>FROM:</b>	
<b>Sold to:</b>		<b>CUSTOMER ACCOUNT NO.</b>			
		<b>P.O. #</b>			
		<b>TELEPHONE NO.</b>			
		<b>FAX NO.</b>		<b>SALESMAN NO.</b>	
		<b>SHIP VIA</b>		<b>TAKEN BY</b>	
		<b>ORDERED BY</b>		<b>JOB #</b>	
		<b>SHIP TO:</b>			

### HOLDER SPECIFICATIONS

L#	Quantity	Product Number	Holder Size	Color Name	Color Number	Sign Series

### PANEL INSERT SPECIFICATIONS

L#	Quantity	Product Number	Panel Insert Size <small>(including thickness)</small>	Color Name	Color Number	Bv	Sign Series

### ACCESSORIES & MISCELLANEOUS

L#	Quantity	Product Number	Description

Bv = When Ordering 2 Ply Material Specify if They Are To Be Beveled