

LEEDS ARCHITECTURAL LETTERS OF ALABAMA, INC.

P.O. BOX 40

LEEDS, ALABAMA 35094

PHONE#: (205) 699-5271 FAX#: (205) 699-3342

**PLAQUE PURCHASE ORDER**

(Please fill in the appropriate spaces)

PURCHASE ORDER NO. \_\_\_\_\_

DATE: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

VENDOR INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHIP TO INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MATERIAL ORDERED: \_\_\_\_\_ QUANTITY: \_\_\_\_\_

STYLE OF CHARACTERS: \_\_\_\_\_

FINISH: \_\_\_\_\_

BORDER STYLE: \_\_\_\_\_

SIZE: \_\_\_\_\_ MOUNTING: \_\_\_\_\_ TEXTURE: \_\_\_\_\_

(Wording will need to be sent as an attachment – Art work will need to be sent as an AI or EPS (Vector) line art, PC format.

TOTAL PRICE: \_\_\_\_\_

(Excluding tax/shipping cost)

SHIPPING: (Will be added at time of shipment)

TAX IF APPLICABLE: 4% State of Alabama Sales tax – 10% Leeds – 10% Birmingham  
(No out of State sales tax, to be paid by Vendor)

\*\*\*Credit terms are 50% deposit, balance at time of shipment.

Visa/MC payment is accepted as well as personal check. For Visa/MC Payment fill in the below information.

Name on card: \_\_\_\_\_ Billing Address: \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_