Order Form

Ship to: (please print — cannot ship to a P.O. box)

Company: _____

Your Name: _____

Department: _____

Title: _____

Street Address: _____

City, State, ZIP: _____

Telephone: _____

Fax: _____

E-mail: _____
(order confirmation will be sent to this address)

Payment Method:

☐ Check Enclosed — Payable to Magnatag® Visible Systems (US Funds)

☐ Visa (13 or 16 digits) ☐ Master Card (16 digits) ☐ Discover (16 digits)

☐ AMEX (15 digits) ☐ GSA Smart Pay (13 or 16 digits)

Card Number: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Exp. Date: |__|__/__|__| Security Code: |__|__|__|__|

Signature X_____

Name on Card: _____

Billing Address: _____

City, State, ZIP: _____

Ordered for: _____

Title: _____

Department: _____

MAGNATAG® Visible Systems

2031 O'Neill Road, Macedon, NY 14502-8953 USA

E-mail: sales@magnatag.com **FAX:** 315-986-4000

Website: www.magnatag.com **Phone:** 800-624-4154

For fastest service, Order On-Line at:

www.magnatag.com

Shipping and Handling: All shipments are F.O.B. Macedon, NY. On request you may have freight charges billed directly to you by the carrier. Shipment is by ground carrier. Oversize orders will ship common carrier.

Damage: Before accepting merchandise, inspect and note on the freight bill all visible and concealed damage. Then, immediately notify the freight carrier. The consignee is responsible for filing all freight damage claims. However, we will assist you as the circumstance requires.

Payment: Magnatag® is a credit card marketer. All prices are in U.S. dollars. Magnatag.com accepts MasterCard, Visa, Discover Cards, American Express and purchase cards including GSA SmartPay for shipment within the USA. Credit cards are charged after shipment is made. Credit card processors require address verification for your protection. Magnatag® does not pay transaction fees associated with the sale and purchase of it's products.

Minimum Order: There is a $30 minimum for orders shipping to the U.S. & Canada ($50 international).

Taxes: We collect SALES AND USE TAXES only on merchandise shipped to addresses within New York State, USA. Tax exempt status must be documented with a certificate copy sent to us before shipment is made. Title to goods is transferred at our shipping dock in Macedon, New York, USA. All sales are consummated in New York State. We conduct no activity, nor have any presence of any kind, in any other state. If you request your purchases to be shipped outside New York State YOU ARE RESPONSIBLE to report and pay any and all applicable sales or use tax to the appropriate taxing authority.

Returns: Merchandise returned within 30 days in good resalable condition with freight prepaid will be accepted, no questions asked. After 30 days, authorization is required and there is a 15% restocking charge. Call Customer Service at 800-624-4154 or e-mail returns@magnatag.com or fax 315-986-4000 for return authorization. Custom printed and built products and orders consigned outside the lower 48 contiguous United States are not returnable.

Pricing: Prices are subject to change without notice. Orders are accepted pending approval of our accounting office.

Magnatag® Guarantee: If you are not satisfied with your purchase for any reason, return it within 30 days for a full refund. No questions asked! Export and custom orders excluded.

Qty.	Item Number	Size	Page	Description / Style / Color	Unit Price	Ext. Price

Sub Total	
*Shipping	
(New York State Only) *Sales Tax	
*Total	

Instructions, Comments and Suggestions:

Ship in 3 to 5 working days

Prices are US funds. Prices are subject to change without notice.

* To be completed by Magnatag