



717 Jewell Drive  
 Waco, Texas 76712  
 800-299-3031  
 Fax 254-776-4672  
 www.dynamicdesignsinc.com

## Ordering Instructions

- 1 CHOOSE A PRODUCT**
- 2 CHOOSE A DESIGN**
- 3 CHOOSE A LOCATION**
- 4 PERSONALIZE**

1. Minimum order is 36 pieces on all apparel except for polos. Call for minimum order on other products.
2. Add sales tax when ordering from Texas and cannot provide a tax exempt form. This must be turned in when order is placed to be exempt.
3. Allow two weeks for delivery on most apparel orders. Other product delivery times may vary.
4. To bill the school, accounts payable information must be filled out completely and turned in with approved purchase order.
5. To pay by credit card fill in space below and fax to 254-776-4672. Please call to confirm.

### Contact Information      Accounts Payable      Shipping Address

Fill Out Completely

Name of person ordering:
School phone (Day):
Home phone or cell phone:
E-mail address:

Person or Department Responsible for the Bill

Bill To:
Attention:
Address:
City:                      State:                      Zip:

Ship To:
Attention:
Address:
City:                      State:                      Zip:

### Design Selection:

Shirt Style	Color	Design Design #	Print Area				S	M	L	XL	XXL	XXXL	Qty.	Price	Subtotal
			Full Chest	Pocket	Full Back	Tag Back									

### Special Instructions:

List your ink colors, location and any other special request

### Credit Card Information:

Name as appears on card: \_\_\_\_\_  Visa

Billing Address for card: \_\_\_\_\_  Master Card

Acct #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_      3 digit code on back: \_\_\_\_\_

Signature: \_\_\_\_\_

Total	
Art Charge <small>(if applicable)</small>	
Subtotal	
Tax <small>(if applicable)</small>	
Shipping	
Total Order	

All invoices are payable to Dynamic Designs. 2100 E Stan Schlueter LP #F, Killeen, Bell Co, TX. Service charge of 1 1/2 % (18% per annum ) will be charged on past due accounts.  
**To Avoid additional finance charges, please make sure that the invoice is given to the proper accounts payable department for payment!!!**