

# ORDER FORM

Tel:(416)588-0077  
Fax:(416)538-0747

**Viceroy International Forms**  
266 Roncesvalles Ave., Toronto, ON, M6R 2M1

cs@vicforms.com  
www.vicforms.com

**1. Approved by:** \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**Date ordered:** \_\_\_\_\_

**Date required:** \_\_\_\_\_

**2. Please fill in:** Software: \_\_\_\_\_

**Previous Order No.** \_\_\_\_\_

**Your PO No.** \_\_\_\_\_

New order     Repeat order:     Exact     With changes

Ref letter	Form Number	Description (e.g.cheque,inv,ec)	Form type (e.g.continuous,laser)	No.of parts	Start No.	Qty	Base Amount
A							
B							
C							

### 3 Options

see description of options in Price list. Important: When ordering options see Ref.letter from 2.

Ref	Logo(kind)	Ink colour(s)	Others (please specify)	Amount
A				
B				
C				

Shipping & Handling

Subtotal

### Shipping instructions:

Customer pickup    Canada Post:     Regular     Priority     Express

Ship by Air Courier     Ship by Ground Courier     Other \_\_\_\_\_

PST

GST

Total

Ship on Customer Account # \_\_\_\_\_ via: \_\_\_\_\_

### 4 Personalized Information:

A sample cheque marked "VOID" or a MICR sheet from your bank is required to process your cheque order.

Make sure the information is up to date. The information will appear as you show it.

Background colour:     blue #287     green #348     burgundy #220     red #185     brown #168     gray     other \_\_\_\_\_

### 5 Shipping, Billing & Mailing Information:

<b>Bill to:</b> Company:	
Address:	
City/Prov/Code:	
<b>Ship to:</b> Company:	
Street address:	
City/Prov/Code:	

<b>Contact:</b>	
Phone	
Fax	
Email	

**Mail invoice to:**

Billing address     Shipping address  
 Other: \_\_\_\_\_

### 6 Payment Terms:

Approved credit account (Net 10 days) or payment with order.

I will be paying by:     Visa     MasterCard     Money order     Certified cheque

Card No:	
Name on card:	Exp.Date: