

# Vinyl Letters, Numbers, Legends Order Worksheet

Pressure-sensitive, computer-cut vinyl letters and numbers are the perfect medium for messages on windows, directories, signs, vehicles or any other smooth, non-permeable surface. We send your sign to you properly spaced and aligned for application, along with application instructions.

Standard letter heights for computer-cut signs range from 1" to 10" without a seam. Letter heights greater than 10" will be quoted upon request. If font is not specified, we produce your legend in Helvetica. Legends can be cut in a wide variety of premium vinyls and colors as well as in promotional grade vinyls.

Non-reflective legends can be produced either forward cut for surface application or reverse cut for application to the inside of windows or glass doors.

# \_\_\_\_ of identical signs (use a new worksheet for different signs)

Letter height : \_\_\_\_ (determined by height of capitals)

Desired font: \_\_\_\_\_

Case:  all upper case  all lower case  upper/lower case

Color: \_\_\_\_\_  reflective  non-reflective

Cut:  forward (exterior surface application)  
 reverse (interior window or glass door app.)

Area (dimensions of space where sign to be applied):

Height: \_\_\_\_\_  inches or  feet

Width: \_\_\_\_\_  inches or  feet

Other options, instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Text (what your sign says): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please complete  
the entire form**



**innovative solutions**

**productive lives**



# Quote Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Purchase Order: \_\_\_\_\_  
 Company: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

<b>Bill to</b> (Check here __ if same as above.)	Name: _____
	Email: _____
	Phone Number: _____ Fax Number: _____
	Street: _____
City: _____ Zip Code: _____	

**Ship to** (Same as top address \_\_ Bill to \_\_ above.)  
 Name: \_\_\_\_\_  
 Street: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Item Code	Description	Size/Color	Line Price	Qty	Line Total

See attached Worksheet for order details.

By signing below, I am certifying that I am an authorized purchasing agent for the above named company.

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

Subtotal	
Sales Tax 8.6%	
Freight	
Total	

**Please sign completed Quote Request and fax to 602-272-1007  
 or email to sales @aci.az.gov**