



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):

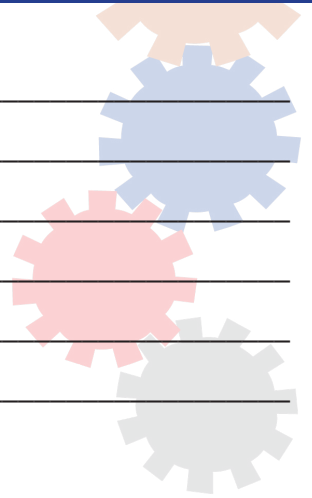
Height: _____ inches or feet

Width: _____ inches or feet

Other options, instructions: _____

Text (what your sign says): _____

Please complete the entire form



Quote Request

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

Bill to (Check here ___ if same as above.) Name: _____
 Street: _____ Email: _____
 City: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____

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 email to sales@aci.az.gov*