



LITERATURE ORDER FORM

3 EASY WAYS TO SUBMIT YOUR ORDER

1. **Save and email form to: jay@sigmamktg.com**
2. **Print and fax form to: 904-269-9791**
3. **Use the Email Form button above to send form via email**
This button will launch your *default email client* and send the finished form to jay@sigmamktg.com.

Please take the following into consideration while placing your order

- Please allow 3-5 business days to fill and ship your order.
- You should receive an order confirmation within 24 hours of placing your order. If you have not received a confirmation within that timeframe, please contact **Jay Johnson at 904-264-6006 x 116 or jay@sigmamktg.com**.
- If you have a special print request that does not have a designated PC#, please fill out the following sections: Order date, required in hand date, and the special request box. Once your special print request has been reviewed, you will be contacted within 24 hours with further direction.
- We understand that this process is very new! Please know that we are here to help make this transition as seamless as possible for you. Feel free to contact Jay at any time with questions and/or concerns at 904-264-6006 x 116.

LITERATURE ORDER: (Please include the PC # and the title. The PC # can be found on the PDF version)

PC #	Literature Name	Quantity

SPECIAL PRINT ORDER REQUEST:

Description	Quantity

Order Date: _____ Required In-Hand Date: _____

Order Contact Name: _____

Phone Number: _____

Email: _____

email address in which you would like to receive your order confirmation.

SHIPPING INFORMATION:

Name _____

Address _____

City _____

State _____ Country _____ Zip _____

Residential Delivery? Yes No

CREDIT CARD BILLING/ PAYMENT INFORMATION:

Name on Card _____

Card Type _____

Credit Card Number _____

Security Code _____ Exp. Date _____

Address (Linked to Card): _____

City _____

State _____ Country _____ Zip _____

Email (req'd for receipt): _____