



GETTING STARTED FORM

CONTACT & BILLING	TEAM NAME: _____	INVOICE TO (NAME): _____
	CONTACT NAME: _____	EMAIL ADDRESS: _____
	PHONE NUMBER: _____	BILLING ADDRESS: _____ SAME AS SHIPPING ADDRESS: <input type="checkbox"/>
	SHIP-TO ADDRESS: _____ _____ _____	_____ _____ _____
TIMEFRAME	REQUESTED DELIVERY DATE: _____ _____	THIS ORDER IS FOR AN EVENT: <input type="checkbox"/> EVENT DATE: _____
	PRODUCT ▼ (ESTIMATED) QTY ▼	PRODUCT ▼ (ESTIMATED) QTY ▼
PRODUCTS	_____	_____
	_____	_____
	_____	_____
PAST CUSTOMERS ►	THIS IS A REORDER: <input type="checkbox"/>	KEEP ARTWORK THE SAME: <input type="checkbox"/>
		ARTWORK CHANGES: <input type="checkbox"/>
CARD INFORMATION	<input type="checkbox"/> CHARGE \$100 'GETTING STARTED' DEPOSIT TO THE CREDIT CARD INDICATED BELOW -NON REFUNDABLE, BUT GOES TOWARD YOUR ORDER	
	(VISA or MASTERCARD) CREDIT CARD NUMBER: _____	EXP. DATE: _____
	CARD HOLDERS SIGNATURE: _____	CVV #: _____ <small>(SECURITY DIGITS ON BACK OF CARD)</small>
	CREDIT CARD AUTHORIZATION WILL BE PROCESSED BY ATAC/NEOZUN	

This Getting Started Deposit starts the artwork process and holds a tentative place in our production schedule; allowing you to meet your event date pending that all details (artwork, orderforms, and deposit) are submitted on time. It is your responsibility to ensure that the details are submitted as required to meet your delivery date.