



1631-1 Sycamore Ave.

Bohemia, NY 11763

1-800-255-6085

Fax: 631-563-8073

www.plaquesandsuch.com

billing@plaquesandsuch.com

# Billing Information Form

**1** Plaques and Such Order # (s)

## **2 To Be Paid By**

**YOUR ORDER WILL NOT SHIP WITHOUT THIS INFORMATION.**

Please check most appropriate:

PO/ASB #

OR (only if you are not using a PO for this order at all)

**Treasurer/Bookkeeper:**

(the person who holds the checkbook/credit card for the account)

Name  Phone

Email

Is this a (check best fit):    Booster     Department     Personal Account

**[CLICK HERE TO EMAIL YOUR INFO](#)**

*(If you DO NOT get a reply within one business day, please assume we DID NOT get your info and resend)*

### IF YOU HAVE A PROBLEM REPLYING VIA THE BUTTON ABOVE:

Please print out the form and fax to 631-563-8073 or reply to the email this form was attached to with the requested information typed out in the body of the email. If you have filled out the form in the past and the information has not changed all we need is a note from you requesting we use the same information as last time and indicate an order number and date.

Please check over the contact info, due dates, and order details from your attached order and email any and all corrections to Lorena via [accountinfo@plaquesandsuch.com](mailto:accountinfo@plaquesandsuch.com) She is also available via phone: 1800-255-6085 ext. 10.

If this order is for an event or banquet please confirm that date with us.

*This form is completely unconnected to any and all art proof(s).*

**Please DO NOT PAY until you receive a bill clearly marked with "INVOICE"**