

Date _____

ORDER FORM

May Advertising
Account No. _____

BILLING ADDRESS

SHIPPING ADDRESS

Company Name _____

Company Name _____

Ordered By _____
(Full Name)

Attention _____

Mailing Address _____

Street Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Telephone (____) _____ Ext. _____

Telephone (____) _____

Fax No. _____

Special Instructions _____

Email _____

Purchase Order No. _____

ORDER INFORMATION

QTY.	ITEM NUMBER	COLOR CODE #	COLOR		PRODUCT COPY	UNIT PRICE EACH	TOTAL PRICE X QTY.
			BACKGROUND	PRINT			

SPECIAL INFORMATION

MERCHANDISE TOTAL	
ORDERS UNDER \$30.00 ADD \$5.00 HANDLING CHARGE	
SHIPPING	TO BE DETERMINED BY MAY ADVERTISING
SUB TOTAL	
SALES TAX - 7.75% Shipped in Texas only	
WILL CALL SALES TAX - 8.25%	
TOTAL	

SEND YOUR ORDER TO:



Quality Signs since 1946

P.O. BOX 40610
FORT WORTH, TX 76140-0610

1-800-800-4629

Local 817-336-5671

Toll Free Fax 1-800-800-3299

Local Fax 817-877-0627

Order online at www.mayadvertising.com

WE APPRECIATE YOUR BUSINESS

METHOD OF PAYMENT

- Check or Money Order enclosed
- Charge Visa MasterCard Am. Express Discover

Account Number _____

Card Security Code _____

Expiration Date _____ (PRINT) Cardholder's Name _____

Signature _____

Orders under \$30.00 add \$5.00 handling charge.
To expedite your order, please include check or credit card information. (100% prepayment with order).
UPS charges \$7.50 per box plus freight to ship C.O.D.

- We have an existing May Advertising Net 30 Account
To request a new account, please attach three trade references and a bank reference. Include phone numbers and your bank account number.

Check if back orders are OK. Yes No

(Freight is charged for each individual shipment)

GENERAL INFORMATION

CONDENSED FORM TERMS AND CONDITIONS

HOW TO ORDER:

May Advertising International, Ltd. (MAY):

MAIL: MAY ADVERTISING INTERNATIONAL, LTD.
P.O. Box 40610
Fort Worth, Texas 76140-0610

PHONE: Mon.-Fri. 8:00 am to 5:00 pm CST
Toll Free 800-800-4629 (USA, Canada and all U.S. territories)
Local 817-336-5671

FAX : 800-800-3299 Local 817-877-0627

E-MAIL: sales@mayadvertising.com

ONLINE: www.mayadvertising.com

HOW TO ORDER:

The MAXX Group (MAXX):

MAIL: MAY ADVERTISING INTERNATIONAL, LTD.
dba The MAXX Group
P.O. Box 40610
Fort Worth, Texas 76140-0610

PHONE: Mon.-Fri. 8:00 am to 5:00 pm CST
Toll Free 866-362-3904 (USA, Canada and all U.S. territories)
Local 817-336-5671

FAX : Local 817-551-0698

E-MAIL: sales@themaxxgroup.com

ONLINE: www.themaxxgroup.com

PAYMENT:

We accept check, money order, cashier's check, wire transfer (\$35 fee), Visa, MasterCard, American Express, Discover/Novus, net 30 days with approved credit or C.O.D. under \$250.00, payable in U.S. currency. Returned checks or accounts placed for collection will be subject to additional fees and interest from due date.

PRICES:

Purchaser should call to confirm current prices or check online catalog, as all prices are subject to change without notice. Prices stated do not include any taxes, handling or shipping charges that may apply. A \$5.00 handling charge will be added to any order less than \$30.00. MAY/MAXX will be pleased to submit quotations to firms having large volume signage requirements, including contract purchases, warehousing, large quantity stock orders or custom signage. Any changes after artwork, samples, designs or specifications have been approved by Purchaser will be at Purchaser's expense.

SHIPPING INFORMATION:

Purchaser will pay all shipping charges. Standard shipping charges include shipping, handling, applicable residential charges and insured delivery. Shipment may be C.O.D. if charges are less than \$250.00, shipped via UPS (not common carrier) and goods are not custom or drop shipped from another warehouse. UPS charges an additional \$7.50 per box for C.O.D. shipments. A \$5.00 fee per box will be charged to Purchaser for any UPS rerouting due to incorrect address, zip code, company name or address misspelling. If no specific shipping instructions are given by Purchaser, MAY/MAXX selects carrier it believes to have best service and price to Purchaser's area. Delivery shall be F.O.B. Seller's place of business, Fort Worth, Texas, or Seller's selected supplier. Goods will be shipped in a single shipment if possible. Each shipment will be invoiced separately and payment will be due according to terms for each invoice, without regard to completion of purchase order. For custom orders, MAY/MAXX reserves the right to invoice upon completion of production while awaiting delivery instructions. Thus, freight charges will be sent on a separate invoice. Purchaser assumes all risk of loss or damage during delivery.

FREIGHT LOSS OR DAMAGE:

Lost or damaged merchandise is the responsibility of carrier. Upon arrival of shipment, carefully inspect it for ANY kind of damage BEFORE signing for delivery. If shipment is damaged, note "Refused due to damage" on delivery receipt or with UPS before driver leaves and contact MAY/MAXX IMMEDIATELY. Please refuse only merchandise that is damaged and keep undamaged merchandise. If shipment is damaged and not noted at time of delivery, MAY/MAXX WILL BE LIMITED in assistance that can be provided.

Original packaging must be saved for inspection. MAY/MAXX will be able to repair or replace merchandise at Purchaser's expense (including freight cost to return to MAY/MAXX and back to Purchaser). Purchaser will be responsible for filing claim with carrier on shipments that are not noted "damaged." If shipment is returned to Seller without Purchaser first contacting carrier for inspection, NO CLAIM can be filed.

SHORTAGES:

Purchaser should verify quantity of cartons delivered with quantity on Delivery Receipt. If there is a difference, it should be noted on Delivery Receipt at time of delivery and MAY/MAXX must be notified immediately to place a tracer on shipment. If quantity of pieces on order is short, check each box carefully as there may be multiple items in box. If quantity is still short, contact MAY/MAXX to determine corrective action needed.

DEFECTIVE MERCHANDISE:

If merchandise has a factory defect (not freight damaged), notify MAY/MAXX in writing immediately upon delivery of goods.

RETURNS:

Purchaser must contact MAY/MAXX to obtain authorization and shipping instructions for all returns. Items altered in any way are not returnable. A 20% restocking fee plus freight charges will apply to goods returned. In addition, Purchaser will remain responsible for original freight charges. To obtain credit for authorized returns, all items must be properly packed and should be returned in original packaging. All items must be returned to MAY/MAXX in good condition within 30 days of original delivery to Purchaser. No credit shall be given on any merchandise after 30 days of original delivery. Unauthorized returns will not be accepted. Custom merchandise is nonrefundable. MAY/MAXX will pay freight only for return of defective, non-conforming or goods shipped incorrectly by MAY/MAXX and will provide one call tag to do so. Returns must be received within 2 weeks from time call tag is provided to be eligible for credit. If merchandise has not been returned within 2 weeks, PURCHASER must return merchandise at its own expense to receive any credit.

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