

RUSH ORDER REQUEST FORM

(DATE)

Customer Name: _____ **Address:** _____

Phone Number: () _____ - _____ **Facsimile:** () _____ - _____

e-mail: _____

Purchase order number: _____ **or**

Job description: _____

By my signature below I have authorized **(YOUR COMPANY NAME)** to proceed with the above described job and understand that should **(CUSTOMER NAME)** fail to meet **(YOUR COMPANY NAME)**'s standard credit criteria for an open account, **(CUSTOMER NAME)** agrees to pay the agreed and/or quoted amount on a C.O.D. basis. At the discretion of the credit grantor, any portion of the amount owing, or the total amount due, may be required prior to delivery.

Should **(CUSTOMER NAME)** cancel the ordered job once production has begun, **(CUSTOMER NAME)** agrees to pay all charges and costs incurred associated with the 'work in progress'. **(CUSTOMER NAME)** also agrees that should **(CUSTOMER NAME)** fail to make payment when due, **(YOUR COMPANY NAME)** will be entitled to interest at 18% per annum (1.5% per month), collection fees, attorney fees, and all costs incurred in collecting any past due amounts.

Authorized signature _____ **Title** _____ / _____ / **2009**
Date