



List & File LLC

# CUSTOM ORDER FORM

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DATE:

**BILL TO ADDRESS:**

Name  
Company Name  
Street Address  
City, ST  
ZIP Code

**SHIP TO ADDRESS:**

Name  
Company Name  
Street Address  
City, ST  
ZIP Code

**SPECIAL NOTES:**

- \*A minimum of 50 sets is required for a custom order. The custom design fee is \$200 and includes up to 3 iterations.
- \*Custom orders must be canceled within 48 hours of order placement. They cannot be returned.
- \*In general, a custom order needed in less than 5 weeks is considered expedited (1 week for custom design & approval, 3 weeks for printing, 1 week for shipping). An expedition fee may apply.
- \*We accept all payment types - Visa, Mastercard, Amex, Discover, PayPal, Google/Apple Pay, etc.

NO. OF DESIGNS	NO. OF SETS	DATE NEEDED IN-HAND	PAYMENT METHOD

*Special design requests (specific colors, use of a logo/crest/insignia/name, simple vs complex, etc.) Please include logos, crests, insignias with your order form email in vector file or transparent PNG format.*

By entering into a custom order, buyer understands that the custom design will not be sold outside the custom order transaction but may be used in promotional or marketing materials.

Please email Elizabeth Cook at [info@listandfile.com](mailto:info@listandfile.com) with any questions about the custom order process.

**THANK YOU FOR YOUR BUSINESS!**