



GENERAL ORDER FORM

MINIMUM ORDER – \$50.00
WE HONOR MASTERCARD & VISA



Order Number _____

Account Number _____

Date: _____ P.O. # _____

Bill To:
Firm _____ Attention _____

Address _____ Phone: _____

City, State, Zip _____ FAX: _____

Ship To:
Firm _____ Attention _____

Street Address _____

City, State, Zip _____ Preferred Transportation _____

BACKORDERS

Terms and Payment Options

Please Check:

For items temporarily out of stock, please

cancel items that cannot ship now.

ship all stock items immediately and enter a back order on items out of stock (on back order items please allow 4–6 weeks)

Send C.O.D. (Orders will include a \$15.00 service charge)

Charge to our regular account (if over \$500.00)

Charge to my VISA or MasterCard (if less than \$500.00)

Card No. _____ Exp. Date _____

Authorized Cardholder

Signature _____

Make checks payable to Horticultural Marketing & Printing

Quantity	Lot No.	Size	Description (i.e., pot stake, fastlock, etc.)	Material Color	Plain	Printed		Cost	
						1 side	2 sides	Unit	Total

- All prices are **subject to change without notice. Prices at time of shipment will be charged. Prices effective January 1, 2009. For same day service a \$10.00 fee will be charged.**
- Net 30 days. All prices F.O.B. Dallas.
- **Return Policy: There is a 20% restocking fee if we incur the cost to pick up and ship back the items. There is a 10% restocking fee if the customer incurs the shipping cost to return the items. If adjustments are to be made they must be requested within 30 days after shipping. Merchandise must be returned in original full packages and in saleable condition.**

Subtotal	
Tax	
Total	

EASY ORDERING STEPS

SHOP OUR CATALOG

- 1 • Refer to our catalog for complete description and explanation of products, services and pricing.
• Each product listed will direct you to the corresponding page in this order form.

COMPLETE ORDER FORM PAGES

- 2 • On the order form page, fill in the desired quantity and other information that may be requested.
• Complete the general order information form on page 1.

TEAR OUT ORDER FORM PAGES

- 3 • Print out only those order form pages that pertain to items ordered, along with the General Order Form.
• To open a credit account, complete and return credit application found on page 99.

MAIL, FAX, PHONE OR ORDER ONLINE

- 4 • **Regular Mail:**
Horticultural Marketing & Printing
P.O. Box 180218
Dallas, Texas 75218-0218
Express Mail:
Horticultural Marketing & Printing
3210 Innovative Way
Mesquite, Texas 75149
• **Online:** www.hortmp.com
• **FAX** - Send your orders at your convenience, 24 hours a day, 7 days a week. Toll-free at (800) 995-4678.
• **PHONE** — Call orders in anytime Monday through Friday, January 2 — April 30 between the hours of 7:00 a.m. to 7:00 p.m. and May 1 — December 31 between the hours of 7:30 a.m. to 6:00 p.m. CST. Use our toll-free number — 800-433-8247. After hours you can place your order on our voice mail.

Please have your customer number & product code(s) available when placing your order by phone.

To assure accuracy, please MAIL or FAX BILLBOARD orders

ORDER ASSISTANCE

Give us a call anytime if we can be of assistance in ordering or provide further information on our many products and services. Our customer service, sales assistants and sales representatives are anxious to help.

You can email your comments/suggestions
comments@hplprnt.com.
Call 800-433-8247

ORDER GUIDELINES



MINIMUM ORDER — \$50.00



WE HONOR MASTERCARD & VISA

TERMS & PRICES

- All prices subject to change without notice. Prices effective January 1, 2009.
- Net 30 days. All prices F.O.B. Dallas, Texas.
- All money due is payable in U.S. currency only.
- Custom work accepted based upon General Printing Trade Customs outline on page 101.

EASY ORDERING

After filling out the appropriate order form pages, send your order using one of the traditional ways, U.S. Postal Service, FAX, toll-free phone, or e-mail, or you may place your order online at our website www.hortmp.com.

FAST ORDER TURNAROUND

We make every attempt to ship stock pre-printed and unprinted orders within 24-72 hours.

SHIPPING METHODS

- All new orders must be paid by check or credit card unless credit has been established prior to the time of the order. See page 99 for credit application. Allow 7-10 working days for credit approval.
- Rush orders can be shipped Next Day or 2nd Day if requested, for an additional charge.
- Unless otherwise specified, orders weighing under 300 pounds will be shipped by a small parcel carrier. Over 300 pounds will be shipped by motor freight.

TERMS AND PAYMENT OPTIONS

- 1) Use VISA or MASTERCARD for orders totaling less than \$500.00.
- 2) Charge to your open account if order is over \$500.00 with net 30 day terms.
- 3) Send COD. COD orders will include a \$15.00 service charge.

RETURN POLICY

Stock Items Only

- **Return Policy:** *There is a 20% restocking fee if we incur the cost to pick up and ship back the items. There is a 10% restocking fee if the customer incurs the shipping cost to return the items. If adjustments are to be made they must be requested within 30 days after shipping. Merchandise must be returned in original full packages and in saleable condition.*

You can e-mail your comments/suggestions
comments@hplprnt.com.