

# Howell Mouldings, L.C.

## Non-Stock Frames Order Form and Requirements

Phone: 913-782-0500  
800-748-8472

Fax: 913-829-0821  
[www.howellmouldings.com](http://www.howellmouldings.com)

### Qualifications

A minimum order of 51 frames (1 profile, 1 size, 1 color) is required and must be paid ahead by check or credit card  
*\*Please note: If paying with a credit card, it will be processed before your order is sent out to the plant.*

### Orders

On your first order you must give us a written indication that you understand we will add a glass allowance to each size you order. Just write "+glass allowance" next to each size you order, or you may use the order form below. Our glass allowance is + or - 1/16" on each side, which is an industry standard. If you should require an unusually close tolerance, then we will require a cardboard or mat board plentem from you.

To guarantee that you get the correct size(s), all Non-Stock Frame orders MUST be faxed or mailed to us before we can process your order. (Correct size, profile, etc. MUST be filled in by customer!)

Overages of 10% or less of frames ordered may be shipped and billed for unless you have specified "No Overages" on your order or confirmation of order.

For pricing and/or questions on non-stock frames, call Johnetta or Betty at 800-748-8472.

Date: \_\_\_\_\_ **Order Form** P.O. #: \_\_\_\_\_

*(To be completed and signed by customer)*

Bill to: \_\_\_\_\_ Ship to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Profile	Qty.	Size	Color	Price	Glass Allow?	Sample Sent?	Overage?

\*\*Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*Please note: Customer signature is required approving size, color and glass allowance.  
Howell Mouldings is NOT responsible for any errors made by the customer.*

*(If paying by credit card, please fill in the form below.)*

### MasterCard - Visa - American Express

Card No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_