

SALES ORDER FORM

Please fax or send white and yellow copies along with payment.

Digital Sound & Lighting, LLC
 Office: (314) 725-6415
 Fax: (314) 726-7989
 Email: reachus@digitalsl.com
 Online: www.digitalsl.com

COMPANY INFORMATION: _____ Date: _____
 Company Name: _____ Contact: _____

Shipping Address: _____ Billing Address: _____

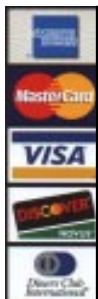
City: _____ City: _____

Country: _____ State: _____ Zip: _____ Country: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____ Website: _____

ITEM NO.	PRODUCT DESCRIPTION	UNIT	QTY.	PRICE	TOTAL
				\$	\$
Service	Handling Fee (Material & Labor Cost)	Box		\$ 3.00	



Payment Method: Cash M.O. Check Credit Card
 Credit Card Information:
 Card Members Name: _____
 Card Type: VISA MC AMEX DCV DINER
 Account #: _____ / _____
 Expiration Date: Month _____ Year _____

Shipping Method:

 Ground
 2-Day
 Next Day



Subtotal	\$
Tax (MO) add 7.325%	
Shipping Charges	
C.O.D. Charges (\$12.00)	
TOTAL	\$
(-) Deposit or Credit	
BALANCE DUE	\$

For shipping and order information, see back of this order form!



Ordering Terms and Information



- Minimum Order: \$300.00
- Pricing: Prices listed on-line and in our catalogs are subject to change without notice. All products are shipped using the current price in effect at time of ordering.
- Payment Terms: Digital Sound and Lighting, LLC. accepts *CASH, MONEY ORDERS, COMPANY CHECKS* and *CREDIT CARDS*.
- COD Orders: All orders sent C.O.D. incur a \$12.00 additional processing charge.
- Return Check Fee: Digital Sound and Lighting charges a \$25.00 processing fee on ALL returned checks.
- Delivery and Shipping Times: Orders are shipped F.O.B. St. Louis, MO by UPS or FEDEX ground service every Tuesday and Friday. Standard delivery time is 4-6 weeks from the date we receive your order.
- Shipping Dates: Standard shipping dates for the year begin on May 01 and run through Dec 31. Orders taken outside of our shipping dates will be handled on product availability and on an individual basis.
- Rush Shipments: Any order that requires a shipment faster than the (Standard) Delivery Time of 4-6 weeks, will incur a 15% (RUSH) surcharge. (Order Early!)
- Canadian & International Orders: Digital Sound and Lighting will ship from the United States to anywhere worldwide. However, due to the additional paperwork and shipping requirements, there is an additional surcharge of \$5.00 per package added to Handling Fee listed below.
- Handling Fee: Each order incurs a small handling fee of \$3.00 per. package. This fee covers the cost of shipping material and labor.
- Telephone Orders: Contact our office at (314)725-6415. Please have the product item numbers and quantities desired. Shipping and handling cost will be calculated at time of order.
- Fax and Mail Orders: You may download a PDF order form by clicking On-line: www.digitalsl.com. Once we receive your order request, shipping and handling charges will be calculated and added to the overall total. You will be notified by email or telephone for final approval prior to shipment.
- Returns are accepted under the following guidelines:
 - 1) The item is returned within 30 days from the date of purchase or delivery.
 - 2) A Return Merchandise Request Form **MUST** be sent along with return. (*Available On-line*)
 - 3) The items **MUST BE** sent back to us via (Certified Mail).
 - 4) A 25% restocking fee will apply
 - 5) The remaining balance will be placed on a (Credit Voucher) for future purchases. (NO cash will be refunded!)
- Warranties: Digital Sound and Lighting, LLC warranties all of it's products. If any item you receive does not work properly, notify us immediately (within 30 days of receipt) and we will either fix the problem or send you a new product! Digital Sound and Lighting **WILL NOT** warrantee any item that has been mishandling, improperly installed or tampered with by the customer. Notification **MUST BE** made within 30 days of receipt!

