

Your Logo here

Authorized by:  
Date:  
Insertion Order  
IO Number:

SALES PERSON HERE

Company Name:

Phone:

Contact:

Fax:

Contact Title:

Contact Email:

Address:

Username:

City:

State:

Zip Code:

Country:

Work Type	Description	Price
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Company also agrees to the Terms of Service Policy posted at <http://www.yourcompany.com/tos>

Terms: Net 15, *Note here if payment is up front or billable, on credit card or invoice.*

Limitations on Liability. In no event shall either party be liable for any special, indirect, incidental or consequential damages. Under no circumstances shall either party be liable to the other or any third parties for an amount greater than the amounts received under this agreement.

**AGREED AND ACCEPTED:**

Name

Title

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

X \_\_\_\_\_

\_\_\_\_\_

YourCompany, Inc.  
Address  
City State Zip  
Phone:  
Fax:  
[webaddress](#)

Sales Rep:  
Direct Line:  
Fax:

**Confidential**