

# CUSTOMER SET UP WORKSHEET

SLS Image Mats  
The Promotional Products Division of Sports Licensing Solutions  
3255 Shawnee Industrial Way, Suwanee, GA 30024  
Ph: 800-525-5923 Fax: 678-730-0604  
Email: Orders@fanmats.com



## BILLING INFORMATION

<b>COMPANY NAME:</b>		
<b>BUSINESS CATEGORY:</b>		PROMO
<b>COMPANY CONTACT:</b>		<b>PHONE:</b>
<b>ACCOUNTS PAYABLE CONTACT:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	
<b>EMAIL (Order confirmations and Shipping Notifications):</b>		
<b>EMAIL (Accounts payable E-mail billing):</b>		
*no paper invoices, all billing will be communicated via email		
<b>REQUESTED CREDIT LIMIT:</b>		

## OPT IN TO RECEIVE EMAIL BLASTS DETAILING THE LATEST PRODUCT INFORMATION

<b>1) GENERAL EMAIL LIST (to receive emails concerning General Info, Holiday Information, and Promotions)</b>
Email Address to receive General Emails: _____
<b>2) MEDIA KIT EMAIL LIST (emails concerning artwork creation/revisions/updates - VERY IMPORTANT FOR DROP SHIP!!!)</b>
Email Address to receive Media Kit emails: _____

## CREDIT CARD INFORMATION

<b>CREDIT CARD NUMBER:</b> _____	<b>EXP. DATE:</b> _____
<b>NAME ON CARD:</b> _____	

## FOR SPORTS LICENSING SOLUTIONS USE ONLY:

EFFECTIVE DATE: _____	CREDIT LIMIT: _____	SUPPORT/ERP SETUP: _____	ACCTG VERIFICATION: _____
TERMS: _____	AUTHORIZATION: _____	ERP VERIFICATION: _____	SUMMARY SENT: _____

**FAX COMPLETED FORM To: 678-730-0604 OR EMAIL TO: charlied@fanmats.com**

## CANCELLATIONS AND REFUNDS:

If you need to cancel your order after placement, please call Customer Service at 1-800-525-5923. Orders may not be cancelled or amended beyond one business day from order date as the manufacturing process will have begun.

SPORTS LICENSING SOLUTIONS LLC (FANMATS) accepts returns only in the event of manufacturing defects or shipping errors. SPORTS LICENSING SOLUTIONS LLC (FANMATS) does not authorize returns for buyer's remorse or other reasons. Before returning any merchandise to SPORTS LICENSING SOLUTIONS LLC (FANMATS) please contact our customer service department to obtain a Returned Goods Authorization number (RGA#). Shipments without a valid RGA# will be refused by SPORTS LICENSING SOLUTIONS LLC (FANMATS) and returned to the sender. Returned merchandise must be in original condition and packed in original packaging.

Refunds are processed within 30 days of receipt of the return shipment by SPORTS LICENSING SOLUTIONS LLC (FANMATS) and are credited to the credit card used for the original purchase.

## DISTRIBUTOR ACCOUNT CLAIMS:

All claims regarding shipments should be made in writing within five (5) business days of receipt. This includes but not limited to shortages, damages, or shipping errors. All sales are final.

## REPLACEMENT OF DAMAGED PRODUCTS:

**FAX COMPLETED FORM TO: 678-730-0604 or EMAIL TO: Charlied@FANMATS.COM**

Sports Licensing Solutions (Fanmats) will replace damaged or defective products and refund shipping costs as long as the following conditions are met: (1) you contact SLS customer service at 800-525-5923 and obtain authorization to return, (2) the product(s) are shipped to 3255 Shawnee Industrial Way, Suwanee GA 30024 and postmarked within 30 days of the date you initially received your shipment, and (3) the original invoice or packing slip is included in the return.

