

Please fill this form, Save As: job name, and submit to [sales@kelmatt.com.au](mailto:sales@kelmatt.com.au) **Minimum lead time for all jobs is 24 hours.**  
**Minimum \$50 charge for finishing orders.**

**1 Customer Details**

**Company Name**  
 \_\_\_\_\_

**Contact Name**  
 \_\_\_\_\_

**Contact Phone no.**  
 \_\_\_\_\_

**3** Date: \_\_\_\_\_ Purchase Order No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Job Name	Stock (material)	Finish Size W X H (mm)	Qty
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**2 Delivery Details**

**Required By Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Delivery Method (check 1 box)**

Kelmatt Courier  
 Customer Pick-up  
 Own Courier

**Deliver to (address)**  
 \_\_\_\_\_  
 \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_

**4A Finishing (same all edges)**

Hem + Eyelets  
 Keder (7.5mm white)  
 Rope + Eyelets  
 PVC Welt (13.5mm)  
 Sleeves/Pockets (Complete section 4C)  
 Other (Complete section 4B)

**Banner with eyelets:** Spacing of eyelets is 500mm unless otherwise stated in 'Extra info' section below.  
**Banner with Sleeves/Pockets:** Complete section 4C.  
**Other:** If you checked the 'Other' box, please complete 4B, add comments, and attach relevant documents.

Extra info:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4B Finishing**

Top: \_\_\_\_\_  
 Bottom: \_\_\_\_\_  
 Left: \_\_\_\_\_  
 Right: \_\_\_\_\_

Extra info:  
 \_\_\_\_\_  
 \_\_\_\_\_

**4C Sleeves/Pockets (Lay-flat size mm)**

Top: \_\_\_\_\_  
 Bottom: \_\_\_\_\_  
 Left: \_\_\_\_\_  
 Right: \_\_\_\_\_

**4d Cutting**

Requires cutting  
 Cut file supplied

**Comments/Additional Requirements**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_