



# Artspace Warehouse

7358 Beverly Blvd | Los Angeles | CA 90036 | T 323.936.7020 | F 323.936.7454  
info@artspacewarehouse.com | www.artspacewarehouse.com  
Mon – Fri 10am – 6pm | Sat 10am – 8pm | Sun 12 – 6pm

## Purchase Order Form

### BILLING INFORMATION (Visa | MasterCard | Discover | Amex)

|               |                            |     |
|---------------|----------------------------|-----|
| First Name    | Last Name                  |     |
| Address       |                            |     |
| City          | State                      | ZIP |
| Email         |                            |     |
| Phone         | Fax                        |     |
| Credit Card # |                            |     |
| Expiration    | 3 or 4-digit security code |     |
| Signature     |                            |     |

### SHIPPING INFORMATION

Please check here if same as billing information

|            |           |     |
|------------|-----------|-----|
| First Name | Last Name |     |
| Address    |           |     |
| City       | State     | ZIP |
| Phone      | Fax       |     |
| Comments   |           |     |

### Artworks

| Artist | Title | Size  | Price |
|--------|-------|---|-------|
| Artist | Title | Size  | Price |
| Artist | Title | Size  | Price |
| Artist | Title | Size  | Price |
|        |       | <b>Art Total</b>                                    |       |
|        |       | <b>Shipping &amp; Handling<br/>See Rates Page 2</b> |       |
|        |       | <b>8.75% Sales Tax<br/>(CA only)</b>                |       |
|        |       | <b>Total Amount Due</b>                             |       |



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### Artwork availability

We make every effort to maintain artwork availability the most up-to-date on our website. If an artwork is no longer available we will notify you immediately and your order will not be processed.

### Shipping and Handling

Free shipping/delivery within Los Angeles County for artwork purchases over \$1,000.

Free shipping of artworks up to 12" within Continental USA.

See table below for shipping rates within the Continental USA.

| Artwork size<br>(sorted by longest side) | Shipping Rate<br>(Continental USA) |
|--|------------------------------------|
| 12x12                                    | Free                               |
| 14x11                                    | Free                               |
| 16x16                                    | \$50                               |
| 20x20                                    | \$50                               |
| 24x16                                    | \$50                               |
| 24x24                                    | \$50                               |
| 28x22                                    | \$50                               |
| 31x22                                    | \$50                               |
| 30x30                                    | \$125                              |
| 36x12                                    | \$125                              |
| 36x24                                    | \$125                              |
| 36x36                                    | \$125                              |
| 40x30                                    | \$125                              |
| 48x16                                    | \$125                              |
| 48x24                                    | \$125                              |
| 48x36                                    | \$250                              |

| Artwork size<br>(sorted by longest side) | Shipping Rate<br>(Continental USA) |
|--|------------------------------------|
| 48x42                                    | \$250                              |
| 48x48                                    | \$250                              |
| 52x36                                    | \$250                              |
| 54x32                                    | \$250                              |
| 54x40                                    | \$250                              |
| 54x48                                    | \$250                              |
| 58x40                                    | \$275                              |
| 60x30                                    | \$275                              |
| 60x36                                    | \$275                              |
| 60x40                                    | \$275                              |
| 60x48                                    | \$425                              |
| 60x60                                    | \$425                              |
| 63x16                                    | \$125                              |
| 72x36                                    | \$425                              |
| 72x48                                    | \$425                              |

International orders will receive a shipping quote for pre-approval prior to processing and shipping.

International orders will only be processed after the shipping fee is agreed upon.

All artwork shipments are processed within one day and a tracking number will be emailed to you the following business day (Mon-Fri). We will notify you immediately if there is an unforeseen delay in an artwork shipment.

A certificate of authenticity is included with the shipment as well as hanging hardware.

### Sales Tax

8.75% sales tax is added for sales within California ONLY.

### Placing your order

We accept payment by **credit card** (Visa, Amex, MasterCard, and Discover) or **wire transfer**.

You can **email your order to [info@artspacewarehouse.com](mailto:info@artspacewarehouse.com)**,

**fax it to 323.936.7454**

**or mail it to Artspace Warehouse.**

**Phone orders are available 323-936-7020.**

We are open Mon-Fri 10am-6pm | Sat 10am-8pm | Sun 12-6pm.

We will confirm your order by invoice sent via email.



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### Guarantee

Your Artworks should arrive in good condition. **Please inspect your package when it arrives.** If the artworks don't arrive in good condition, please notify us within 7 days of receiving your order.

In order to process your claim please do the following:

1. Take pictures of the damage to the artwork and package, including close-ups.
2. Take pictures of the inner and outer packaging materials.
3. Make sure to **keep all packaging for carrier inspection.**
4. Please email the photos to **info@artspacewarehouse.com** along with your full name, address, and order number so we can process your claim in an efficient and timely manner.

**Artspace Warehouse will deny any liability for a damage claim if not all of the original packaging materials are made available for UPS/Fedex or its designee for inspection.**

Original artworks are non-returnable unless they do not arrive in good condition.