

# TORONTO BIA DRESSING ORDER FORM



## How to place your BIA Dressing Order:

Select items of interest and total number (note minimum quantity) and submit form on or before NOON EST - March 27, 2026

ITEM	Size	Lead Times	Minimum Quantity	Unit Price (CAD)	Quantity	Subtotal (CAD)
 Banner "We Are TO" Large	2133mm x 762mm	3 - 4 weeks	20			
 Banner Toronto Pattern Large	2133mm x 762mm	3 - 4 weeks	20			
 Banner "We Are TO" Medium	1816mm x 914mm	3 - 4 weeks	20			
 Banner Toronto Pattern - Medium	1816mm x 914mm	3 - 4 weeks	20			
 Bunting	100ft per string	2 weeks	5 strings			
 Poster Design 1 Large	900mm x 600mm	1 week	20			
 Poster Design 2 Large	900mm x 600mm	1 week	20			
 Poster Design 1 Medium	450mm x 300mm	1 week	10			
 Poster Design 2 Medium	450mm x 300mm	1 week	10			
SUB TOTAL excluding Shipping Costs						
Approx. Shipping Costs: <b>QTY 20 Banners:</b> \$75, <b>Bunting:</b> Included, <b>Posters:</b> \$75						
Final Shipping Costs (Provided once order has been placed)						
HST 13%						
<b>TOTAL</b>						

## 2. Final amount including Shipping and Taxes

Once your order has been placed, Vancouver Sign Group VSG will determine the shipping costs and calculate your total including taxes and shipping and send you a confirmation email. Once payment is received your order will be processed.

**PLEASE NOTE:** Final shipping costs will be calculated upon receipt of your order, and you will receive confirmation details with the final amount owed.

**3. Complete all required fields in this form**

<b>BIA Details</b>	
BIA Name	
Contact Name	
Position / Title	
Email Address	
Phone Number	
<b>Billing Information</b>	
Legal Billing Name	
Billing Address	
City	
Province	
Postal Code	
Accounts Payable Contact Name	
Accounts Payable Email Address	
Accounts Payable Phone Number	
<b>Shipping Address (if different)</b>	
Contact Name	
Contact Phone Number	

**4. Payment**

Confirm payment method:          Visa                          MasterCard                          e-Transfer

**For e-Transfer Payments. An invoice will be submitted once your order has been received. Please submit e-Transfersto [ar@vsgbc.com]and note your invoice number in the memo.**

**For Credit Card Payments please complete the Credit Card Authorization section below:**

The undersigned authorizes Vancouver Sign Group to process their credit card for all charges related to this order, including the order total, applicable taxes, and shipping charges.

Full Name:

Signature:           Date:

**5. Submit your BIA Dressing order:**

Save the document as a PDF using the naming convention: **COT\_BIA Nam\_Dressing Order\_YYMMDD.pdf**

Email the completed form to [jordan@vsgbc.com](mailto:jordan@vsgbc.com) Phone: (604) 273-4155

Approved Production Partner: (VSG), Vancouver Sign Group, 5940 No 6 Rd #414, Richmond, BC V6V 1Z1