

Village of Belleville Memorial Bench Order Form

BOX 1 - CONTACT INFORMATION	
Name: _____	
Address: _____	City / State / Zip _____
Phone: _____	Email: _____
Signature: _____	Date: _____

BOX 2 - ORDER INFORMATION	
Vendor Picked - Circle One	Kirby Built Barco Products
Bench Location _____	
Bench Length 4' 6' 8'	
Engraving Requested Yes No	
Wording for Engraving: _____	
Bench Model # _____	Description _____
Dimensions _____	Weight _____
Bench Color _____	Board/Engraving Colors _____
Bench Cost _____	Engraving Cost _____
Shipping Cost _____	Total Cost _____

BOX 3 - RETURN THIS FORM TO:	
Mail: 24 W. Main Street, P.O. Box 79, Belleville WI 53508	
Fax: 608-424-3423	Email: info@villageofbelleville.com
Drop Box: At 24 W. Main Street, 24 hours / day	Questions: 608-424-3341

BOX 4 - OFFICE USE ONLY		
Date Received: _____	By: _____	
Date Paid: _____	Fee: <input type="checkbox"/> Paid Check # _____	
Verify most current prices on Vendor Website		Prices Verified: YES NO
Date Order Called In: _____	Date Order Proofed/Processed: _____	Date Bench Placed in Location: _____