



MEMO

To: All Buyers of Self-Luminous Signs
From: Beghelli USA
Re: Regulatory Reporting Requirements for Self-Luminous Sign Manufacturers

Federal regulations require that we submit a quarterly report that includes the number of signs shipped, date of shipment, the end user name, and the installation location for each order of self-luminous signs.

This requirement can be found in the Code of Federal Regulations - 10CFR32.52.

In order to comply with this regulation, we require this information to be supplied to us prior to the shipment of any self-luminous order.

ALL OF THE FOLLOWING FIELDS ARE REQUIRED BEFORE THE ORDER IS RELEASED TO PRODUCTION.

*Please submit this completed form with any order for Self-Luminous Signs.

Please note that the End User Company Name is the name of the building in which the signs will be installed. This is the same for the address. The Contact Name and Phone Number **must** be for somebody employed in the building of the installation. It **cannot** be a reference to the contractor, or electrician.

Distributor: _____

PO #: _____

End User Company Name: _____

Physical Street Address: _____

Mailing address: _____

City, State, Zip Code: _____

Person To Contact (First & Last Name): _____

Title and Email address: _____

Phone Number: _____