

Texas Department of Licensing and Regulation
Compliance Division/Industrialized Housing and Buildings

Instructions for Completing the Decal Order Form

Only Certified manufacturers may purchase decals - a list of certified manufacturers can be found on our website at <http://www.tdlr.texas.gov/ihb/ihblists.htm>

Click on the tab "*Decal Orders - New Construction*" to complete the decal order form.

General Information

Manufacturer Name: Enter the name of the manufacturer as it appears on your registration certificate.

Reg. IHM: Enter the Texas IHB registration number of the manufacturer. Again, this number is found on your registration certificate.

Contact Person: Enter the name of the person to contact if we have questions about your order. Failure to provide this information can delay your order.

Email Address: Enter the email address of the contact person.

Phone #: Enter the phone number of the contact person.

Mailing Address: Enter the street address or P.O. Box number for mailing the decals. Remember, if you want this sent overnight by Federal Express or UPS, then you cannot use a P.O. Box number.

City, State: Enter the city and state portion of the mailing address. Remember that this must be the same city and state as the physical plant address.

Zip Code: Enter the zip code of the mailing address.

Payment Information

Enter your check number, the date of the check, and total amount of the check in the spaces provided in the middle of the 1st page of the form. The total amount of the check should match the total calculated in the order form.

Module Specific Information

Floor Area per Module in Square Feet: Enter the floor area in square feet of the module or modules for which decals are needed.

Number of Decals Requested: Enter the number of decals needed for each size.

The first page of the form has enough room for ordering decals for 9 different sizes of modular units. Continue on to page 2 of the order form if more space is needed.

The form will automatically calculate the total fee due and the total number of decals ordered.

To print the form, go to form tab "*Decal Orders - New Construction*," go to print, select the number of pages to print (1 or 2), and print the form.

Submit the order form with payment to TDLR, P.O. Box 12157, Austin, TX 78711

To overnight your order send to the following address: TDLR, 920 Colorado St, Austin, TX 78701

See page 2 of the instructions for an example.

EXAMPLE

Given:

A manufacturer has 3 buildings that need certification decals. One building is 1,500 square feet in size with 3 floor sections or modules. Each section is 500 square feet in size. The next building is 320 square feet and only has 1 floor section. The third building is 2,800 square feet with 4 floor sections or modules. Two of the floor sections for this building are 1,000 square feet each. One floor section is 320 square feet and the other floor section is 480 square feet. Below is how the order form would look for this order.

Floor Area Per Module in Square Feet	Fee per Square Foot (\$0.07/sq. ft. or \$25.00 minimum, whichever is greater)		Number of Decals Requested	Fee Subtotal
500.0	X \$0.07 =	\$35.00	3	\$105.00
320.0	X \$0.07 =	\$25.00	2	\$50.00
1000.0	X \$0.07 =	\$70.00	2	\$140.00
480.0	X \$0.07 =	\$33.60	1	\$33.60
	X \$0.07 =	\$25.00		\$0.00
	X \$0.07 =	\$25.00		\$0.00
	X \$0.07 =	\$25.00		\$0.00
	X \$0.07 =	\$25.00		\$0.00
	X \$0.07 =	\$25.00		\$0.00
		TOTALS =	8	\$328.60



Texas Department of Licensing and Regulation

IHM- _____ 0

Compliance Division · Industrialized Housing and Buildings

P.O. Box 12157 · Austin, TX 78711 · (512) 539-5735 · (800) 803-9202 · FAX (512) 539-5736

Internet Address: www.tdlr.texas.gov · Email Address: ihbtech@tdlr.texas.gov

Decal Order Form - New Construction -

Manufacturer

Receipt Number	Payment Amount

DO NOT WRITE ABOVE THIS LINE

Manufacturer

Name:

Reg. IHM- _____

Contact Person: _____

Email Address: _____

Phone # _____

Mailing Address: _____

City, State: _____

Zip Code: _____

The mailing address for decals must be in the same city and state as the manufacturer placing the order. Decals will not be shipped or mailed to another plant location or to another manufacturer.

Allow a minimum of 5 (five) business days to process the order from the date that the order is received at TDLR.

DECALS ARE MAILED THROUGH THE U.S. POSTAL SERVICE. INCLUDE A RETURN AIR BILL FOR OVERNIGHT DELIVERY - OVERNIGHT DELIVERIES ARE SHIPPED AT YOUR EXPENSE.

Enclosed is check # _____ dated _____ in the amount of \$ _____

Floor Area Per Module in Square Feet	Fee per Square Foot (\$0.07/sq. ft. or \$25.00 minimum, whichever is greater)	Number of Decals Requested	Fee Subtotal	DEPARTMENT USE ONLY
				PLEASE DO NOT WRITE OR STAMP BELOW
	X \$0.07 = \$25.00		\$0.00	
	X \$0.07 = \$25.00		\$0.00	
	X \$0.07 = \$25.00		\$0.00	
	X \$0.07 = \$25.00		\$0.00	
	X \$0.07 = \$25.00		\$0.00	
	X \$0.07 = \$25.00		\$0.00	
	X \$0.07 = \$25.00		\$0.00	
	X \$0.07 = \$25.00		\$0.00	
	X \$0.07 = \$25.00		\$0.00	
TOTALS =		0	\$0.00	

MAKE CHECKS PAYABLE TO: Texas Department of Licensing and Regulation or TDLR

Continue on page 2 if more space is needed for your decal order.

Failure to provide all information could delay processing of your order. All units to which these decals are to be attached must meet the requirements of the mandatory state codes and standards in effect at the time of manufacture.

There will be no refund if a decal is placed on a unit smaller than that for which it was ordered.

There is an additional fee if a manufacturer places a decal on a larger module than that for which it was ordered. Contact TDLR for more information if you need to place a decal on a larger module than that for which it was purchased.

