Promotional Items Order Form

Name: _____ Phone #: _____

Dept./Agency: _____ E-Mail: _____

Date Information:

Please note that the order must be placed ***4 weeks*** before your "in hand" date to ensure on time delivery.

Date of Event: _____ Date item is needed "in hand": _____

Item Information:

What is the item you would like to order? _____

How many? _____ Item color: _____

Imprint Information:

Imprint color: _____

Would you like the design center to create your imprint design?

☐ Yes — If yes, please add 4 days for the design to be created.

☐ No — If no, we will need your design before we can place your order.

☐ Imprint art provided.

Format: _____

Pricing: (For Design Center use only)

# of items: _____ Price per item: _____

Item Total: _____

Set up fee: _____ *(One time fee per design)*

Shipping: _____

Design fee: _____ *(If applicable)* **Total:** _____