

Product Order Form

Item	Description	Qty	Unit Price	Line Total

Leather Insert Choice (please check one): ___Hunter Green ___Tan ___Brown ___Burgundy ___Black ___Navy
 Leather Imprint (please check one): ___Plain (logo only on medallion) ___ debossed ___silkscreen
 Medallion (please check one): ___Round (standard medallion type) ___Rectangular (charges apply)

Subtotal	
Sales Tax (CA residents add 8.25%)	
Shipping & Handling Charge	
TOTAL in U.S. \$	

Bill to: (please complete fully and write clearly)

Name _____
 Organization _____
 Address _____
 City _____
 State or Province _____ ZIP + 4 or Postal Code _____ Country _____
 Office Phone (required): _____ Alt Phone (required): _____
 Fax: _____ E-mail: _____

Ship to: (if different from "Bill to" address)

Name _____
 Organization _____
 Address _____
 City _____
 State or Province _____ ZIP + 4 or Postal Code _____ Country _____

TERMS & CONDITIONS

SHIPPING:

All orders shipped in the continental US are sent UPS ground unless otherwise specified.
 Shipping cost are calculated on a per order bases and will be e-mailed to customer with final order cost.

ARTWORK:

Artwork can be sent via e-mail to artwork@custompromotions.com. We prefer artwork as camera ready art in .EPS or .AI formats.

A signed pre-production proof of your artwork will need to be faxed and returned to us prior to start of production.

PRODUCTION TIME:

Lead time for all orders is 3-4 weeks after we receive customer approval of artwork.

PAYMENT:

All new customers must pre pay for their orders. Payment methods accepted are credit card and company check.

Please e-mail questions to customerservice@custompromoting.com

Payment Information:

Check enclosed (in US dollars)
 Purchase order enclosed. P.O. number: _____

Please charge my credit card:

VISA MasterCard Discover American Express

Credit Card Number: _____

Expiration Date: _____

Name on Credit Card _____

Signature: _____

In Hand Date (MM/DD/YYYY): _____

Send orders to:
Custom Promoting
6801 Vilamoura Way
Elk Grove, CA 95758

Phone: (209) 914-1437

Please fax order form or credit card information to:
(916) 670-6302