ORDER FORM

BILLING ADDRESS

Date: Purchase Order Number:

Attention Name: Title:

School Name: Dept:

Address:

City: State: Zip:

Phone: ( ) Fax: ( )

School E-mail Address:

SHIPPING ADDRESS

☐ School ☐ Business ☐ Residence

Attention Name: Title:

School Name: Dept:

Address:

City: State: Zip:

Phone: ( ) Fax: ( )

Personal E-mail Address:

PAYMENT (US CURRENCY ONLY)

☐ Payment Enclosed ☐ MasterCard ☐ VISA

Expiration Date:_____ Authorized Signature:_____

BILL SCHOOL: A Purchase Order Number is required to bill the school. If a P. O. Number is not available, the Principal may authorize the school to be billed.

Principal's Name *(Please Print)*:_____

REQUIREMENT DATE

REQUIREMENT DATE: The time that it takes to receive your order is determined by order production time and shipping time combined.

NORMAL PRODUCTION TIME: Normal production time is 4 to 10 days and does not include shipping time. April and May production times can increase to 6 to 20 days due to heavy volume. See order form insert for details.

RUSH PRODUCTION UPGRADE: $30.00
Special expediting reduces Normal Production Time by approximately 50%.

SHIPPING TIMES & UPGRADED SHIPPING SERVICES:
See order form insert for details.

QTY.	ORDER #	PAGE #	ITEM DESCRIPTION AND SPECIAL INSTRUCTIONS	UNIT PRICE	TOTAL

☐	**TOTAL QUANTITY OF ITEMS**	Attach a separate sheet of paper for additional information	**SUBTOTAL**
		ILLINOIS STATE SALES TAX *(Illinois Residents Only.)*	8.5% Sales Tax
		RUSH PRODUCTION SERVICE	$30.00 Additional
		NORMAL SHIPPING & HANDLING CHARGES	See Back of Order Form
		RUSH AIR SHIPPING SERVICE	See Back of Order Form
		ALASKA, HAWAII & CANADA ONLY	$10.00 Additional
		PERSONAL ORDERS MUST ENCLOSE PAYMENT	**TOTAL DUE** US Currency

MAIL • FAX • PHONE

Use only one method when placing your order to avoid order duplication. Award Emblem is not responsible for duplicate orders.

Code Number

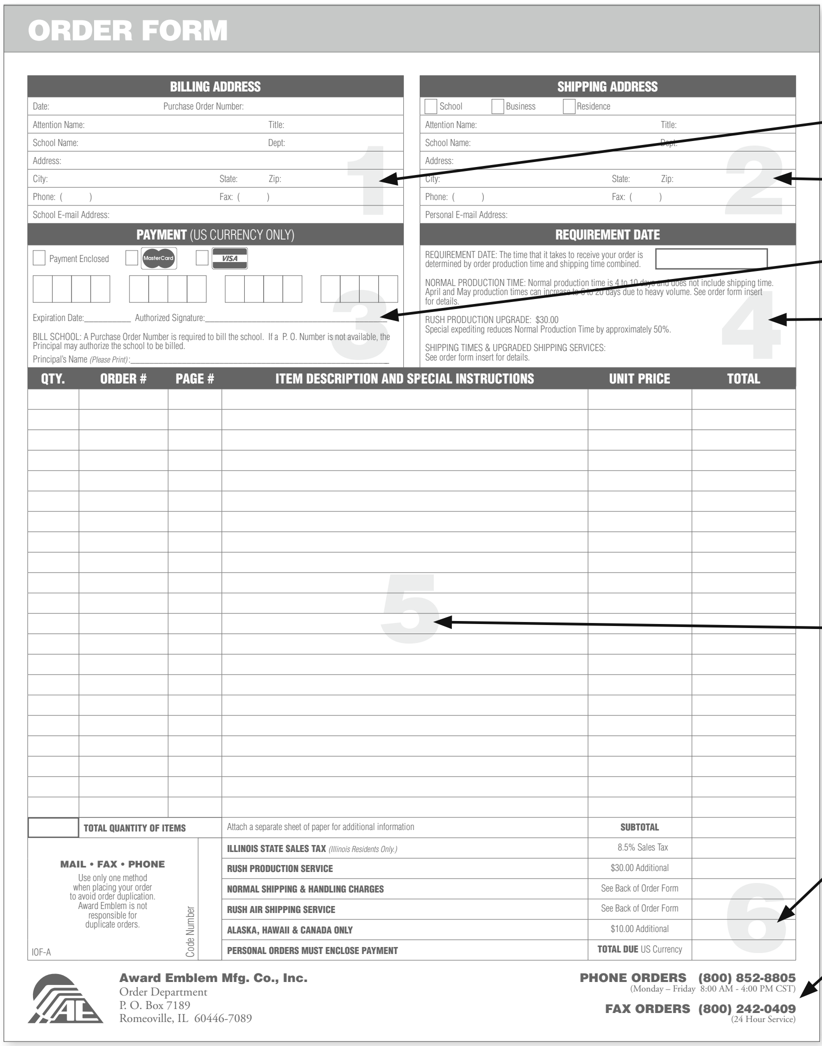
IOF-18-A

Award Emblem Mfg. Co., Inc.
Order Department
P. O. Box 7189
Romeoville, IL 60446-7089

PHONE ORDERS (800) 852-8805
(Monday – Friday 8:00 AM - 4:00 PM CST)

FAX ORDERS (800) 242-0409
(24 Hour Service)

Quick Order Reference Guide



ORDER FORM

BILLING ADDRESS
Date: Purchase Order Number:
Attention Name: Title:
School Name: Dept:
Address:
City: State: Zip:
Phone: ( ) Fax: ( )
School E-mail Address:

SHIPPING ADDRESS
School Business Residence
Attention Name: Title:
School Name: Dept:
Address:
City: State: Zip:
Phone: ( ) Fax: ( )
Personal E-mail Address:

PAYMENT (US CURRENCY ONLY)
Payment Enclosed MasterCard VISA
Expiration Date: Authorized Signature:
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PHONE ORDERS (800) 852-8805
(Monday – Friday 8:00 AM - 4:00 PM CST)
FAX ORDERS (800) 242-0409
(24 Hour Service)

A complete order form helps us serve you better!

1. Complete your billing address.
2. Complete your shipping address.
3. Give us your payment information.
4. Tell us your requirement date.
   We recommend delivery at least one day prior to the program date. The time that it takes to receive your order is determined by order production time and shipping time combined. Rush Production Service and/or Rush Air Service may be required to meet your date. (See tables below).
5. Prepare your order. Please provide quantity, item number, title or description and price for each item. Please provide complete legible engraving instructions, if applicable.
6. Complete the subtotal, shipping and total section of the order form. (See table below).
7. Place your order by mail, fax or phone.
   Use only one method to place your order as Award Emblem can not be responsible for duplicate orders.

Production and Shipping Information

Normal Production Time	
Normal Production Time for Most Items	4 - 10 Days
Increased Production Time for April & May	6 - 20 Days
Custom Items	Per Quote

Normal Shipping Time	
Eastern States	4 - 5 Days
Midwest States	3 - 4 Days
Mountain States	4 - 5 Days
Pacific States	4 - 5 Days
Alaska	5 - 7 Days
Hawaii	5 - 7 Days
Canada	5 - 8 Days

Shipping & Handling Charges

Sub-Total Order Value	Standard 3 - 5 Days	Expedited 2 - 3 Days	Standard Overnight
Orders less than $20.00	$12.95	$27.95	$43.95
$20.00 to $49.99	$14.95	$31.95	$47.95
$50.00 to $99.99	$17.95	$34.95	$53.95
$100.00 to $199.99	$20.95	$38.95	$59.95
$200.00 and over	$22.95	$42.95	$75.95

Alaska, Hawaii & Canada $10.00 Additional*