Express Pencils
Custom Pencils, FAST!

ORDER FORM

Owned & Operated by : Express Pencils LLC.
Our email ~ sales@expresspencils.com

BILLING INFORMATION:

PLEASE PRINT OR TYPE

Firm Name_____
Your Name_____
Address_____
City_____ State____ Zip_____
Phone Number_____
Fax Number_____
Email Address_____

SHIPPING INFORMATION:

IF DIFFERENT THAN BILLING
No P.O. Boxes please.

Firm Name_____
Your Name_____
Address_____
City_____ State____ Zip_____

METHOD OF PAYMENT:

Check or Money Order for: $_____ (Made payable to Express Pencils LLC)

Please charge my credit card: ☐ MasterCard ☐ Visa ☐ American Express

Card No. | | | | | | | | | | | | | | | | | CID No. (last 3 digits on the signature panel on the back of your card)_____ Expiration Date __/__

Cardholder's Signature_____ Cardholder's Address_____

Print Carholders Name_____

I NEED MY ORDER BY:

Please indicate when you need the product(s) ordered.

☐ Normal Production Time

☐ For an event date:_____

ADDITIONAL INFORMATION:

What will item be used for?_____

IMPRINT INFORMATION:

Please print or type copy desired below. For artwork such as logo, trademark, insignia or special lettering, please read You are allowed up to five lines of type with 30 characters and spaces per line.

METHOD OF SHIPMENT:

All prices FOB factory.

Authorization for:

☐ Standard Shipping ☐ 2 Day Shipping

☐ 3 Day Shipping ☐ Overnight Shipping

HERE'S WHAT I WOULD LIKE TO ORDER:

ITEM NO.	QTY.*	DESCRIPTION	PG.#	ITEM COLOR	IMPRINT COLOR	PRICE EA.	TOTAL PRICE

*Due to our imprinting process, we reserve the right to ship and bill up to 10% over or under the quantity ordered.

SUBTOTAL	
UPS GOUND SHIPPING (UPS Ground)	
LOGO OR SET-UP CHARGES	
TOTAL*	

*Total does not include freight if shipping other than UPS Ground. Actual freight billed after shipment is made.

THANK YOU FOR YOUR ORDER

160 Hackberry Lane
Waynesville, NC. 28785
Phone: TOLL FREE ~ (800)928-0089
Fax: TOLL FREE ~ (800)928-0049
Website: www.expresspencils.com