

**BILLING INFO**  
PLEASE PRINT OR TYPE

Firm Name \_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_@\_\_\_\_\_

**SHIPPING INFO**  
Check if same as above

Firm Name \_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

MY ORDER	ARTWORK <input type="checkbox"/> Yes <input type="checkbox"/> No	QUANTITY	DESCRIPTION - STYLE NAME	ITEM COLOR	IMPRINT COLOR	PRICE EACH	TOTAL PRICE
	Please e-mail your artwork/logo or any questions to <a href="mailto:orders@pensrus.com">orders@pensrus.com</a>						
			FONT TYPE STYLE FOR IMPRINT:	TRIM COLOR:	RE-FILL COLOR:		





IMPRINT INFORMATION	Please print or type copy desired below:		NY RESIDENTS ADD 8.875% SALES TAX
	LINE 1:	_____	ART CONVERSION SERVICE
	LINE 2:	_____	T.B.D
	LINE 3:	_____	SHIPPING & HANDLING
	LINE 4:	_____	ADDITIONAL CHARGES (IF ANY)
	LINE 5:	_____	<b>TOTAL</b>
CLIP IMPRINT: (Additional charges do apply)			

**METHOD OF PAYMENT**

Check or money order for: \$ \_\_\_\_\_ (made payable to **PENS R US**) Print Cardholder's Name \_\_\_\_\_

Please charge my credit card:

MasterCard  VISA  Am. Express  Discover

Cardholder's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Card No: \_\_\_\_\_ Expiration Date \_\_\_\_\_

CIN # (3/4 digits — front of AMEX; back of VISA/MC) \_\_\_\_\_

<b>NEED ORDER BY</b>	Please indicate when you need the product(s):	<b>SHIP BY</b>	<input type="checkbox"/> UPSGround	<input type="checkbox"/> 2 Day Shipping	<input type="checkbox"/> 3 Day Shipping	<input type="checkbox"/> Overnight Shipping
	Normal production time		<input type="checkbox"/> FedEx	Customer Account # _____		
	<input type="checkbox"/> For an event date: _____		<input type="checkbox"/> UPS			