





BILLING INFO PLEASE PRINT OR TYPE	Firm Name _____
	Your Name _____
	Address _____
	City _____ State _____ Zip _____
	Phone (_____) _____ Fax (_____) _____
	Email address _____ @ _____

SHIPPING INFO <input type="checkbox"/> 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
	<input type="checkbox"/> Left of text <input type="checkbox"/> Right of text <input type="checkbox"/> Top of text <input type="checkbox"/> Bottom of text <input type="checkbox"/> Cap <input type="checkbox"/> Barrel <input type="checkbox"/> SENT E-MAIL						
			FONT TYPE STYLE FOR IMPRINT (see back of form for choices):	STANDARD CAP SLOGAN (for metal pens only): SS #			

IMPRINT INFORMATION	Please print or type copy desired below. For custom artwork such as logos, trademarks, insignia or special lettering, please read "CUSTOM LOGOS" and "DIGITAL ARTWORK" under Ordering Information on the other side of this form. IMPORTANT: Do not tape over or staple through any artwork.		NY RESIDENTS ADD 8.625% SALES TAX SETUP/DIGITIZING ART/CONVERSION SHIPPING & HANDLING RUSH CHARGE TOTAL
	LINE 1: _____		
	LINE 2: _____		
	LINE 3: _____		
	LINE 4: _____		
	LINE 5: _____		
		Customer Order # _____	
		Approval Signature _____	

METHOD OF PAYMENT	<input type="checkbox"/> Check or money order for: \$ _____ (made payable to PENSRUS) Print Cardholder's Name _____
	<input type="checkbox"/> Please charge my credit card:
	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Am. Express <input type="checkbox"/> Discover    
	Cardholder's Address _____ City _____ State _____ Zip _____
Cardholder's Signature _____	CIN # (3 digits - front of AMEX; back of VISA/MC)
Card No: _____	Expiration Date _____ / _____

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

ORDERING INFORMATION for enclosed samples - Promotions are subject to change.

PAYMENT TERMS

On orders accompanied by a purchase order, our terms are net 10 days with approved credit. Sending a check with your order, made payable to **PENS R US**, will speed it through our Credit Department.

MasterCard, VISA, American Express and Discover cards are also accepted. New York state customers must add appropriate sales tax.

ORDERING IMPRINTED PRODUCTS

When ordering imprinted products, please type or clearly print your imprint copy in the area provided on the order form. We cannot be responsible for errors provided in original copy.

SHIPPING

Our normal method of shipping is via UPS. Please help by supplying your street address, as UPS will not deliver to a P.O. Box number. We will also ship via most express carriers, if needed.

CUSTOM LOGOS

Custom logos are available at an additional charge on laser engraved products and C-Shells.

All custom logos require clean black and white original artwork. Photocopies, photographs, colored inks or colored paper, and raised printing cannot be reproduced. Please specify where we should place the logo. If you do not specify a location, your logo will be placed at our discretion.

DIGITAL ARTWORK

Artwork sent on disk or via e-mail is preferred. Please use one of the formats specified below, since we cannot access artwork sent in any program other than the ones listed below. Floppy disks, Zip disks, and CDs (Macintosh or PC) are acceptable vehicles for sending artwork. E-mail artwork to info@pensrus.com.

MACINTOSH OR PC:

- Adobe Illustrator 7 or 8 (all fonts must be converted to outlines)
- Adobe Photoshop 5 or below

SPECIAL TYPE

Your ad copy will be set in our standard block font (Arial), if a style is not selected below, for each product in our catalog. We do, however, have alternative typestyles available at an additional charge. Please consult with your sales representative for more details.

This is the PENS R US
Standard Block Font

This is the PENS R US
Condensed Block Font

This is the PENS R US
Roman Font

This is the PENS R US
Extended Block Font

*This is the PENS R US
Script Font*

*This is the PENS R US
Oblique Font*

ARTIST CHARGE

All work requiring the skill of our staff artists will be billed at the rate of \$35 per hour.

CUSTOMER SERVICE

For any additional questions, please call 1-800-736-7787.

STANDARD CAP SLOGANS:

THANK YOU
With Our Thanks
 Thanks for your support
Our Aim is to Please
Our Sincere Thanks
TEAMWORK...Because It Works
Making A Difference
Commitment To Caring
WE ♥ OUR MEMBERS
Commitment to Quality
Union Shop Serving
Union People

All the Best
Best Wishes
 Class of 2004
25th Anniversary
Our  Anniversary
Peace on Earth
Seasons Greetings
Merry Christmas
Happy Holidays

Website www.PENS R US.com
Toll-Free **800-PENS R US** 800-736-7787
Toll-Free Fax **866-PENS R US** 866-736-7787
E-mail info@PENS R US.com

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