

## Way To Be Non-Catalog Item Custom Order Form

- \* Fill in the form below and provide as much detail as possible.
- \* You will be contacted within 24 business hours of receipt.
- \* Allow 1-2 weeks for processing and delivery on most custom orders.
- \* Expedited shipping is available upon request for additional charges.

**\*\*This is not a contract to proceed with your order\*\***

\*A price quote and order confirmation will follow your request. Prompt completion of your order form will ensure the beginning of production.

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Department Name and/or Title: \_\_\_\_\_ National Store #: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email address: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Deadline/In Hands Date: \_\_\_\_\_ Meeting/Event Name? \_\_\_\_\_  
Meeting/Event Date? \_\_\_\_\_ Meeting/Event location? \_\_\_\_\_  
Per Item Budget and/or Total Budget: \_\_\_\_\_  
Which day will item be given out and how will it be distributed (i.e., inside of a bag, handed to each person, left on a chair, etc)? \_\_\_\_\_  
Is there a theme and/or color scheme? If so, please describe. \_\_\_\_\_  
Who is your audience (i.e., consumer, business, executive, college student, men, women)? \_\_\_\_\_  
Quantity: \_\_\_\_\_  
Sizes (if applicable): \_\_\_\_\_  
Intended Use of Item: \_\_\_\_\_  
Customization Requested: \_\_\_\_\_  
Additional information: \_\_\_\_\_

Ship to address?	Bill to address (if different than Ship To):
Name: _____	Name: _____
Company: _____	Company: _____
Address 1: _____	Address 1: _____
Address 2: _____	Address 2: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____

Please attach more information on separate sheet(s) if necessary.  
Additional time is required for pre-production samples and/or paper proofs if requested.  
Please be specific regarding the size, color and placement of any new artwork.

**FAX YOUR COMPLETED FORM TO 888-929-0498**

If you have additional questions please call Monday-Friday 7:30 AM-4:30 PM PST at 800-929-8623