

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 2-3 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.

EMAIL YOUR COMPLETED FORM TO customorders@waytobe.com

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