**EASY ORDER FORM**

1. **SHIP TO:** Please Type or Print
   - FACILITY
   - ATTN.
   - TITLE
   - STREET
   - CITY, STATE, ZIP
   - TELEPHONE
   - EXT.
   - FAX
   - E-MAIL

2. **DATE REQUESTED:**
   - Please provide the date needed in hand, not the event date.

3. **BILL TO:** Fill in only if different from SHIP TO:
   - FACILITY
   - ATTN.
   - TITLE
   - STREET
   - CITY, STATE, ZIP
   - TELEPHONE
   - EXT.
   - FAX
   - E-MAIL
   - ORDERED BY

4. **NAME/AUTHORIZED SIGNATURE:**
   - ORDERED BY
   - SIGNATURE
   - Orders cannot be processed without an authorized signature.

5. **PROMOTION CODES:** If ordering from a catalog, please see your address area on back cover and fill in the following below:
   - Customer # (if shown in green box):
   - Promo Code (in purple box):

6. **PLEASE SEND ME:** (Minimum order: $75)
   - **ITEM #**
   - **PRODUCT DESCRIPTION**
   - **QUANTITY**
   - **FREE ITEMS** (if applies)
   - **ITEM COLOR**
   - **APPAREL SIZE**
   - **PERSONALIZATION COLOR**
   - **PRICE**
   - **TOTAL**

7. **PERSONALIZATION:**
   - (check catalog for personalization availability):
   - 33 Characters maximum per line. [Logo enclosed] [No personalization]
   - For Item #
   - Please type or print clearly. When ordering items with different personalization copy than below, please attach a separate sheet.
   - 1.
   - 2.
   - 3.
   - 4.

8. **PAYMENT:**
   - Pre-payment will speed your order through our credit department, especially for new customers.
   - [Check/Money Order Enclosed] [Charge My] [Make payable to Positive Promotions]
   - CHARGE MY:
   - MASTERCARD
   - VISA
   - AMEX
   - CARD NUMBER
   - CARDHOLDER NAME
   - CARDHOLDER STREET ADDRESS
   - CITY, STATE, ZIP
   - EXP. DATE / CID# {Last 3 digits printed on the signature strip of Mastercard or Visa. The small 4 digits on the front of American Express.}
   - SIGNATURE (please print)
   - [ ] PURCHASE ORDER ENCLOSED; P.O. # ____________ [ ] BILL ME LATER

9. **SHIPPING & PROCESSING:**
   - (For personalized products, add production time, as noted in product information, to shipping method below. Shipments to AK, HI & PR: add $25 for Standard, $30 for Express, $35 for Rush)
   - **Shipping Method**
   - **Order Total**
   - **Standard**
   - **5-8 Business Days**
   - **Express**
   - **3-4 Business Days**
   - **Rush**
   - **2 Business Days**

   - $75.00-$100.00 $13.95 $31.95 $38.95
   - $100.01-$150.00 $15.95 $41.95 $51.95
   - $150.01-$200.00 $20.95 $53.95 $61.95
   - $200.01-$250.00 $25.95 $64.95 $75.95
   - Over $250 10.5% of order 25% of order 28% of order

   - *Includes production time for non-personalized items

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**The Positive Unconditional Guarantee**

We've built our reputation, and our business, by satisfying our customers for over 60 years. Our goal has always been to make sure that every customer is completely satisfied. If for any reason you're not, return any item within 60 days for immediate replacement, full credit or refund.

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**Thank You for Your Order!**

**4 WAYS TO ORDER:**

- Online: [www.positivepromotions.com](http://www.positivepromotions.com)
- Call: 800-635-2666 (Monday - Friday 8:00am-7:00pm, EST)
- Fax: 800-635-2329 (Print out and fax this form to: 800-635-2329)
- Mail: Positive Promotions
  - 15 Gilpin Avenue
  - PO Box 18021
  - Hauppauge, NY 11788-8821