

**DISTRICT ORDER FORM** Please print or type name and address clearly.  
Include district and zip code on all correspondence.

Date \_\_\_\_\_

District No. \_\_\_\_\_ DG Signature \_\_\_\_\_

Please ship the following to:

Mail invoice to:

NAME

NAME

COMPANY NAME / OTHER

COMPANY NAME / OTHER

NUMBER AND STREET

NUMBER AND STREET

CITY STATE / COUNTRY ZIP CODE

CITY STATE / COUNTRY ZIP CODE

PHONE NUMBER (where you can be reached between 8:00 a.m. and 5:00 p.m., Pacific Standard Time.)

E-MAIL ADDRESS

**SHIPPING INFORMATION:**

**United States Clubs:**  Standard  1 Day Courier (1 business day)  2 Day Courier (2 business days) **Non-United States Clubs:**  Airmail (7-21 business days)  Courier (2-4 business days)

**PROCESSING INFORMATION:**

**Standard (up to 5 business days\*)**

\*Orders received during peak order periods (Aug, Sept, Oct) and those requiring engraving may require more than 5 days.

**Express\* (\$15.00 + shipping charges)**

\*Orders received by 12:00 PST will be processed and shipped the same day. Orders received after 12:00 PST will be processed and shipped within 8 working hours (not available for orders containing items to be engraved).

Item No.	Description	Weight	Quantity	Unit Price	Total Price
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Sub-Total (without engraving charges) \_\_\_\_\_

CA districts: Add 8.75% sales tax \_\_\_\_\_

Shipping\* \_\_\_\_\_

Express Handling: \$15.00 \_\_\_\_\_

Engraving Charges: 20¢ per character \_\_\_\_\_

**TOTAL AMOUNT: \$** \_\_\_\_\_

*If your calculations are incorrect, you will be charged the correct amount. Charges will appear on your district's account. All information must be complete or the order will be returned to you. Prices, availability, appearance of all items and postage charges are subject to change without notice. Any duties and taxes incurred are the responsibility of the district placing the order.*

\*For shipping rates, please see your current catalog or, for the most updated rates, go online at [www.toastmasters.org/shippingrates](http://www.toastmasters.org/shippingrates)