

GAVEL CLUB ORDER FORM

Order online at
www.toastmasters.org/shop



Please print or type all information clearly. Include club and member number and postal code on all correspondence. Date _____

Gavel Club Number _____ Club Name _____ Member Number _____

Shipping Address:

Name

Company Name/Other

Number and Street

City State and Country Postal Code

Phone Number (where you can be reached between 8 a.m. and 5 p.m., Pacific Time)

Email Address

Billing Address:

Name

Company Name/Other

Number and Street

City State and Country Postal Code

SHIPPING METHOD

United States Clubs:

- Standard (1-10 business days) 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 AND HANDLING

- Standard (up to 10 business days)** Orders received during peak order periods (August, September, October) and those requiring customization may require more than 10 days.
- Express (\$15 + shipping charges)** Orders received by 12 p.m. PST will be processed and shipped the same day. Orders received after 12 p.m. PST will be processed and shipped within eight working hours (not available for orders containing items to be customized).

	Item Number	Description	Weight	Quantity	Unit Price	Total Price
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

If your calculations are incorrect, you will be charged the correct amount. To ensure proper charges and credits, pay by Visa, MasterCard, AMEX or Discover. All information must be complete and payment in U.S. dollars must be included or the order will be returned to you. All telephone, email or Web orders must be paid by credit card. 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 person placing the order. For current weights and pricing, go to www.toastmasters.org/shop or access the product listing at www.toastmasters.org/1products.

*For shipping rates, go to www.toastmasters.org/shippingrates.
**Please fill out the customization chart on the following page.

PAYMENT MUST ACCOMPANY ORDER

Payment Method (U.S. Funds): MasterCard Visa AMEX Discover Check \$ _____ Cash \$ _____

Card Number _____ Expiration Date _____

Signature _____

Purchase Order Number (include copy) _____ Gift Certificate Number _____

Toastmasters International • P.O. Box 9052 • Mission Viejo, CA 92690-9052 USA • Phone: 949-858-8255 • Fax: 949-858-1207

Subtotal (without customization charges) _____
 California residents: Add 7.75% sales tax _____
 Shipping* _____
 Express Handling: \$15 _____
 Customization Charges: 20¢ per character** _____
TOTAL AMOUNT: \$ _____

CUSTOMIZATION INFORMATION

Please review line and characterization limits for each item, available by visiting www.toastmasters.org or by contacting the supply orders team at 949-858-8255 or by emailing supplyorders@toastmasters.org.

	Item Number:	Total Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
Line 7		
		Total characters (including spaces)

	Item Number:	Total Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
Line 7		
		Total characters (including spaces)

	Item Number:	Total Count
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