

# PRODUCT ORDER FORM

Order online at [www.toastmasters.org/shop](http://www.toastmasters.org/shop)



Please print or type all information clearly. Include district and postal code on all correspondence.

Date \_\_\_\_\_

Member Number \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Shipping Address:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name/Other

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State/Country Postal Code

## Billing Address:

Billing address is same as shipping address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name/Other

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State/Country Postal Code

## SHIPPING METHOD

### United States Districts:

- Standard (1-10 business days)     1 Day Courier (1 business day)     2 Day Courier (2 business days)

### Non-United States Districts:

- 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	PROMO CODE	TOTAL PRICE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

If your calculations are incorrect, you will be charged the correct amount. All information must be complete and payment in U.S. dollars must be included 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 person placing the order. For current weights and pricing, go to [www.toastmasters.org/shop](http://www.toastmasters.org/shop).

\*Please fill out the customization chart on the following page.

Subtotal (without customization charges) \_\_\_\_\_

Customization Charges: 20¢ per character\* \_\_\_\_\_

Promotional code \_\_\_\_\_

Discount total \_\_\_\_\_

California Residents: Add 7.75% estimated sales tax \_\_\_\_\_

Colorado Residents: Add 2.9% estimated sales tax \_\_\_\_\_

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

Express Handling \_\_\_\_\_

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

## PAYMENT MUST ACCOMPANY ORDER

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

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Purchase Order Number (include copy) \_\_\_\_\_

Signature \_\_\_\_\_ Gift Certificate Number \_\_\_\_\_

Toastmasters International • 9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 USA • P: +1 720-439-5050 • F: +1 303-799-7753

# CUSTOMIZATION INFORMATION

Please review line and characterization limits for each item, available by visiting [www.toastmasters.org/shop](http://www.toastmasters.org/shop) or by contacting the supply orders team at +1 720-439-5050 or by emailing [supplyorders@toastmasters.org](mailto: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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