GAVEL CLUB
ORDER FORM

Order online at
www.toastmasters.org/shop

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

Gavel Club Number _____ Club Name _____ Club Counselor Name _____

Daytime Phone Number _____ Email Address _____

Shipping Address:

Name

Company Name/Other

Number and Street

City State and Country Postal Code

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 by12 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.						0.00
2.						0.00
3.						0.00
4.						0.00
5.						0.00
6.						0.00
7.						0.00
8.						0.00
9.						0.00
10.						0.00

If your calculations are incorrect, you will be charged the correct amount. To ensure proper charges and credits, we suggest that you 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**.
*Please fill out the customization chart on the following page.
For shipping rates, go to **www.toastmasters.org/shippingrates.

Subtotal (without customization charges) 0.00
Customization Charges: 20¢ per character* _____
California residents: Add 8% sales tax _____
Shipping** _____
Express Handling _____
TOTAL AMOUNT: $ 0.00

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 _____

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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)	

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