**ORDER FORM**

1. **Bill To:**
   - Customer Number: 
   - Name: 
   - Company: 
   - Street Address: 
   - City: 
   - State: Zip: 
   - Phone: ( ) Fax: ( )

2. **Ship To (If DIFFERENT than “BILL TO”):**
   - Name: 
   - Agency/Company Name: 
   - Street Address: 
   - City: State: Zip: 
   - Phone: ( ) Fax: ( )

3. **Item** | **Qty.** | **Description** | **Imprint** | **Price**
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4. **Method of Payment**
   - Payment Enclosed ☐ Bill Me ☐ Charge To My Credit Card
   - MasterCard ☐ VISA ☐ American Express ☐ Discover
   - Credit Card Number: V-Code* 
   - Signature: Exp Date: 
   - Name on card (please print): 

   Credit Card Billing Address if different from above, (Required)
   - Corporate Credit Card ☐ Yes ☐ No (Required)
   - *V-Code is Required To Process Your Credit Card:
     - AX = 4 Digit Code on Front of Card
     - MC/VISA/Discover = 5 Digit Code on Back of Card
     - (Make checks payable to: The Rough Notes Company, Inc.)

   Total Amount of Merchandise $ 
   Shipping/Handling Charges* $ 
   Indiana Residents Tax (7%) $ 
   Total Amount Due $ 

5. **I agree to pay the above charges.**
   - Signature: 

6. **Imprint Orders**
   - **IMPORTANT:** Please fill in information as it should print or attach sample of current imprinted item.
   - *Note any changes to copy. You will receive a faxed proof.
   - Company: 
   - Address: 
   - City/State/Zip: 
   - Phone: ( ) Fax: ( )
   - Web site: 
   - E-mail: 
   - Other: 

   Imprint Color: ☐ Black ☐ Blue ☐ Other PMS# 
   ☐ Color Sample Included

**SHIPPING/HANDLING CHARGES**

- Total Order Amount 
- $0.01 - $50.00: $12.00 
- $50.01 - $100.00: $14.00 
- $100.01 - $150.00: $21.00 
- $150.01 - $250.00: $20.00 
- $250.01 - $500.00: $30.00 
- $500.01 - $1,000.00: $60.00 
- $1,000.01 - $2,000.00: $70.00 
- $2,000.01 - $5,000.00: $100.00 
- Software is non-refundable once the seal is broken. 
- Actual shipping charges may apply to items shipped outside the continental U.S. 
- Overnight delivery services are available. Call for details.