



Do NOT send your order more than once, as it will result in duplicate shipments.

Copy this page and order by fax or mail.

**1-800-296-3650 Phone & Fax Number**

Page 1

**ORDER FORM ONLY FOR: Display Boards, Headers, Titles, Ribbons  
Medals, Trophies, Buttons, Certificates, Wristbands, Science folders**

<b>Bill To</b>	
Name of School _____	
Attention _____	
Address _____	
City _____	State/Zip _____
<b>Ship To</b>	
School _____	
Attention _____	
Address _____	
City _____	State/Zip _____
Phone _____	Fax _____
Principal's Name _____	
Purchase Order No. _____	
Email Address _____	

<b>CUSTOMIZING INFORMATION - Award Ribbons</b>
Fill in school name and event below (maximum of 6 lines, up to 12 characters per line)
_____
_____
_____
_____

<b>TERMS</b>
Purchase Order: Principal's name/authorized personnel <b>MUST</b> be given <b>WITH ORDER</b> .
Initial approval of order: <span style="background-color:yellow; border:1px solid black; padding:2px 20px;"> </span>
Net 30 days for all accounts.
Prices subject to change without notice.
All requests to return merchandise must be made within ten (10) days from invoice date and you <b>MUST</b> receive an authorization number. There will be a 20% restocking charge and return shipping will be at the expense of the school or teacher.

Qty	Item/Description	Cost	Total

<b>SHIPPING AND HANDLING</b>
* <b>FREE SHIPPING</b> on orders over \$75 in the continental U.S. (except California, Oregon or Washington add \$0.50 per board).
* <b>Order less than \$75</b> , add a flat shipping charge of \$15 per order.
* Add a \$12 extra packing fee for each partial box of Project Display Boards ordered.

Subtotal	
Shipping →	\$15.00
Handling	
TOTAL	

<b>SALES TAX EXEMPT LETTER</b>
* If your organization or school is nonprofit, and located in the state of Illinois, fax the <b>Sales Tax Exempt letter</b> with your order.



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Page 2: ORDER FORM	For all products except those on Page 1			
Bill To	Qty	Item/Description	Cost	Total
Name of School				
Attention				
Address				
City _____ State/Zip _____				
<b>Ship To</b>				
School				
Attention				
Address				
City _____ State/Zip _____				
Phone _____ Fax _____				
Principal's Name				
Purchase Order No.				
Email Address				
<b>TERMS</b>				
Purchase Order: Principal's name/authorized personnel <b>MUST</b> be given <b>WITH ORDER</b> .				
Initial approval of order: <span style="background-color: yellow; border: 2px solid black; display: inline-block; width: 150px; height: 15px;"></span>				
Net 30 days for all accounts.				
Prices subject to change without notice.				
All requests to return merchandise must be made within ten (10) days from invoice date and you <b>MUST</b> receive an authorization number. There will be a 20% restocking charge and return shipping will be at the expense of the school or teacher.				
<b>SALES TAX EXEMPT LETTER</b>				
* If your organization or school is nonprofit, and located in the state of Illinois, fax the <b>Sales Tax Exempt</b> letter with your order.				
<b>SHIPPING</b>				
Input your order in the shopping cart without placing your order to determine the shipping charges.				
			Subtotal	
			(Shipping →	
			Handling	
			TOTAL	