

PRODUCT ORDER FORM

Order online at www.toastmasters.org/shop



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

Date _____
MM/DD/YYYY

Member number _____ Phone number _____ Email address _____

Shipping Address:

Name

Company name/other

Address

U.S.:

City State ZIP code

Non-U.S.:

City State/Country Postal code

Billing Address:

Billing address is same as shipping address

Name

Company name/other

Address

City State/Country ZIP/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. PT will be processed and shipped the same day. Orders received after 12 p.m. PT will be processed and shipped the next business day (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.

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

**Please use the online checkout process on www.toastmasters.org/shop to calculate shipping.

Subtotal (without customization charges) _____
 Customization charges: 20¢ per character* _____
 Promotional code _____
 Discount total _____
 Sales tax _____
 Shipping** _____
 Express handling _____
TOTAL AMOUNT: \$ _____ USD

PAYMENT MUST ACCOMPANY ORDER

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

Card number _____ Expiration date (MM/YY) _____ Purchase order number (include copy) _____

Signature _____ Gift certificate number _____

CUSTOMIZATION INFORMATION

Please review line and characterization limits for each item, available by visiting www.toastmasters.org/shop or by contacting the Orders and Tracking team at +1 720-439-5050 or by emailing supplyorders@toastmasters.org.

	ITEM NUMBER:	CHARACTER COUNT
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
Line 7		
		Total characters (including spaces)

	ITEM NUMBER:	CHARACTER COUNT
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
Line 7		
		Total characters (including spaces)

	ITEM NUMBER:	CHARACTER COUNT
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