

DISTRICT ORDER FORM

Order online at
www.toastmasters.org/shop



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

MM/DD/YYYY

District number _____ District Director signature _____

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, w 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

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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