

ORDER FORM

PRINT CLEARLY

DATE ____/____/____



Promotional Advertising Specialties
4236 Grissom Drive Batavia, OH 45103-1696

Phone 513.732.6400

800.642.9790

Fax 513.732.1753

800.322.6000

DO NOT WRITE HERE

BILL TO Credit Card Holder Billing Address Check here if new address

Co. / Name: _____

Attn. To: _____

Address _____

City _____ State _____ Zip _____

Customer Phone _____ Fax _____

SHIP TO: Complete ONLY if different from Bill To information Check here if new address

Co. / Name: _____

Attn To: _____

Address _____

City _____ State _____ Zip _____

Customer Purchase Order # _____

DEALER _____ **Dealer ID #** _____

Address _____

City / State _____ Zip Code _____

Email Address _____

Phone _____ Fax _____

WARNING: Do not FAX or Email this order if it contains new artwork or a check. If this order is to be faxed, do not mail a confirming order. **K&B is not responsible for duplicate orders submitted by fax, mail and email.**

CATALOG FROM WHICH THE ITEM WAS SOLD _____

CATALOG ASI # _____ CATALOG PAGE # _____

BILLING INFORMATION

K&B Open Account Rated in D&B Credit Application on reverse

Invoice Account with 50% Deposit to K&B Required

Prepayment to Kaeser & Blair in full Check # _____

Prepayment by Credit Card Dealer Ck. Customer Ck.

Cardholder's Name _____

Cardholder's Phone _____

Card No. _____ Exp. Date ____ / ____

CVW Number - Required _____ For instructions see back of this form

*Cardholder's billing address should be filled in above left.



Qty	Product Number	Name of Product	DETAILS OF SALE	Extended Price	K & B ONLY
			Selling Price Each		
Detail of Extra Charges, if any.			Total Extra Charges, if any		
Description of Charge	\$	Amount	Sales Tax <input type="checkbox"/> Exempt		
Description of Charge	\$	Amount	If exempt, complete form on reverse		
Description of Charge	\$	Amount	Transportation Charges* (Est)		
Description of Charge	\$	Amount	TOTAL		
Description of Charge	\$	Amount	Deposit to Dealer		
Description of Charge	\$	Amount	Deposit to Company, if any		

Special This is exact repeat of previous K&B order # _____
Instructions Refer to last K&B order number _____ with noted changes.

ITEM COLOR _____

IMPRINT COLOR _____

IMPRINT LOCATION _____

Fine Pt. Trim Color _____ **WEARABLES** _____ S _____ XL
 Med. Pt. Barrel Color _____ _____ M _____ XXL
 Refill Color _____ _____ L

***SPECIFY SHIPPING METHOD:** Customer is responsible for all freight, handling and expediting charges and will automatically be invoiced by Kaeser & Blair for the method authorized below. When prepaying order, be sure to estimate and include freight with payment.

1 Day / Red 3 Day / Orange 2 Day / Blue Ground / 5+ Days
 Other _____

***SPECIFY SHIPPING DATE:**
 We will ship your order ASAP unless otherwise noted. Allow 1-3 days for K&B to process order in addition to in-factory production time.

Ship on or before DATE _____	Product for EVENT Customer will not accept order after _____ <input type="checkbox"/> Customer will pay overnight charges if necessary	Product for FUTURE USE DO NOT SHIP B-4 _____
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Art emailed: artdept@kaeser-blair.com Factory
 Date ____/____/____ **IMPORTANT:** Include print out of emailed art file when faxing or mailing order.

COPY WANTED - PLEASE PRINT CLEARLY. Attach additional sheet if necessary.
WE RESERVE THE RIGHT TO RE-ARRANGE COPY FOR BEST IMPRINT

SPECIAL INSTRUCTIONS

I have read and approve the above Order, Price and Copy and agree to the terms on the back of my copy. I further agree to pay, on demand all costs and reasonable attorney fees which Kaeser & Blair may incur in the enforcement of this contract. All past due sums under the contract shall bear interest from the 30th day after the invoice date until paid at a rate of 18% per annum. No verbal agreements recognized.

I hereby approve the terms of this contract, please charge the balance due to my charge card, to prepay my custom order.

Customer / Card Holder Authorized Signature _____ Date _____
ALL CHECKS AND PURCHASE ORDERS MUST BE MADE PAYABLE TO KAESER & BLAIR INC.
 We accept no responsibility for checks made payable to our dealers or any other payee. There is a \$25.00 service charge on all returned checks.