

# General Order Form



Doc ID # \_\_\_\_\_

**Phone:** 1-800-328-5393  
**24 Hour Fax:** 1-800-964-0297  
**E-mail:** orders@promnite.com

Customer Number \_\_\_\_\_

Order Placed By \_\_\_\_\_

Title \_\_\_\_\_

Advisor \_\_\_\_\_

School or Organization Name \_\_\_\_\_

Class or Group \_\_\_\_\_

School Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

School Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

E-mail Address *(for our use only)* \_\_\_\_\_

P.O. Box 64784, St. Paul, MN 55164-0784

### Office Hours

Please visit [promnite.com/contact-us](http://promnite.com/contact-us) for complete office hour information.

### Payment Information

Purchase Order Number \_\_\_\_\_

- We have an open account with you; bill us
- Our payment is enclosed
- Please charge to my: (circle one)



Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

I opt in to receive e-mailed confirmation of my order and news and special offers from Prom Nite (Please see our policy online at [www.promnite.com/t-privacy.aspx](http://www.promnite.com/t-privacy.aspx))

Please use my e-mail address for confirmation of my order only.

School Mascot \_\_\_\_\_

School Colors \_\_\_\_\_

**Priority Code** \_\_\_\_\_  
 (located on your address label)

**Promo Code** \_\_\_\_\_  
 (see front of this order form)

**Date of Event** \_\_\_\_\_

**Date Product Wanted** \_\_\_\_\_

**When sending in a Purchase Order, include catalog order form.**

## General Order Form (Use for ordering decorations, gift bags, and other unimprinted items)

We recommend making copies of this page before filling it out, in case you need to refigure.

| EXAMPLE: | Item # | Color    | Description | Page # | Size | Price Each | Qty. | Total   |
|----------|--------|----------|-------------|--------|------|------------|------|---------|
|          | MTUL54 | hot pink | Tulle       | 275    | ---- | \$94.99    | 1    | \$94.99 |
|          |        |          |             |        |      |            |      |         |
|          |        |          |             |        |      |            |      |         |
|          |        |          |             |        |      |            |      |         |
|          |        |          |             |        |      |            |      |         |
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|          |        |          |             |        |      |            |      |         |
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|          |        |          |             |        |      |            |      |         |
|          |        |          |             |        |      |            |      |         |
|          |        |          |             |        |      |            |      |         |
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|          |        |          |             |        |      |            |      |         |
|          |        |          |             |        |      |            |      |         |
|          |        |          |             |        |      |            |      |         |
|          |        |          |             |        |      |            |      |         |

**Text for Custom Murals and Banners** *(three lines of text maximum; 30 characters/spaces per line).*  
 Please include exact spellings and punctuation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Background Graphic #** (if applicable) \_\_\_\_\_

**TOTAL This Page**

**\$34.99 Original Design**  
 (if applicable)

**Metallic Ink Charge**  
 (if applicable)

**SUBTOTAL**  
 (add three boxes above)

**Shipping & Processing**  
 (see chart at left)

**SUBTOTAL 2**

**Sales Tax (see below)**  
 Please add applicable state & local sales tax

**TOTAL**

| Amount              | Shipping | Amount of Order       | Shipping |
|---------------------|----------|-----------------------|----------|
| \$ .01 - \$25.00    | \$12.95  | \$200.01 - \$250.00   | \$46.95  |
| \$25.01 - \$50.00   | \$17.95  | \$250.01 - \$300.00   | \$54.95  |
| \$50.01 - \$75.00   | \$22.95  | \$300.01 - \$350.00   | \$59.95  |
| \$75.01 - \$100.00  | \$27.95  | \$350.01 - \$400.00   | \$67.95  |
| \$100.01 - \$150.00 | \$34.95  | \$400.01 - \$500.00   | \$87.95  |
| \$150.01 - \$200.00 | \$39.95  | Each additional \$100 | \$19.95  |

**Sales and Usage Tax**  
 Prom Nite is required by law to collect sales tax on orders shipped to applicable states. In addition, your purchase is not exempt from sales or use tax merely because it is made over the Internet or by other remote means. States require that a consumer's sales or "Use Tax" be paid annually on the appropriate tax forms. Please be aware that we are required to provide applicable states as well as consumers in those states with an annual statement that will include your name, billing and shipping address, and the total dollar amount of your purchases. For more information, go to [promnite.com/customer-support/faq](http://promnite.com/customer-support/faq).

**Shipping and Handling**  
 There will be a \$5.99 handling fee added to all orders placed. Orders are shipped UPS ground service whenever possible. Large orders may be sent via truck. If your order must be sent by air to arrive by the date you need it, you will be billed the actual shipping cost. The following charges are for ground shipments within the continental U.S. (excluding Alaska and Hawaii). Shipments outside this area will be billed actual shipping costs. There may be an additional shipping charge required for some products.

Freight prices and charges are subject to change without notice.