**Date Product Wanted** 

Doc	ID	#

Phone: 1-800-328-5393 24 Hour Fax: 1-800-964-0297 P.O. Box 64784, St. Paul, MN 55164-0784 E-mail: orders@promnite.com

## **Office Hours**

Please visit **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)	
VISA (MasterCarc) (MasterCarc)	AMERICANI EXPRESS
Card #	
Exp. Date	
Signature	

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

Customer Number \_ Order Placed By \_\_\_ Title \_ Advisor \_ School or Organization Name \_\_\_ Class or Group School Street Address \_\_\_ City, State, Zip \_ School Phone \_ Home/Cell Phone Fax E-mail Address (for our use only) ☐ 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) ☐ Please use my e-mail address for confirmation of my order only. School Mascot Priority Code\_ (located on your address label) Promo Code (see front of this order form) **School Colors** Date of Event

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

	ltem #	Color	Description	Page #	Size	Price Each	Qty.	Total
AMPLE:	MTUL54	hot pink	Tulle	275		\$94.99	1	\$94.99
		I D					hic Dago	

<b>Text for Custom Murals and Banners</b> (three lines of text maximum; 30 characters/spaces per line). Please include exact spellings and punctuation.				
Background Graphic # (if applicable)				

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.

Please visit us online for shipping options and our most current shipping rates.

# PromNite.com/customersupport

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.

TOTAL	This	Page
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\$34.99 Original Design (if applicable)

> \$35 Set-up Charge (if applicable)

> Metallic Ink Charge (if applicable)

**SUBTOTAL** (add three boxes above)

**Shipping & Processing** 

### **SUBTOTAL 2**

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

**TOTAL**