General Order Form

PromNite

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

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)* _____

❑ 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.

Priority Code _____
(located on your address label)

Date of Event _____

Date Product Wanted _____

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® MasterCard® DISCOVER® AMERICAN EXPRESS®

Card # _____

Exp. Date _____

Signature _____

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

	Item #	Color	Description	Page #	Size	Price Each	Qty.	Total
EXAMPLE:	MTUL54	hot pink	Tulle	76	----	$124.99	1	$124.99

SUBTOTAL	
Shipping & Processing (if applicable; see general information)	
Sales Tax (see left) Add applicable state & local sales tax	
TOTAL	

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.**

Minnesota–MN residents in Anoka, Dakota, Ramsey and Washington counties, add 7.125% sales tax. MN residents in Hennepin county, add 7.275%. All other MN residents, add 6.875% sales tax. If tax exempt, provide a copy of tax exempt certificate.

Colorado–CO residents in Colorado Springs, add 7.63% sales tax. CO residents in El Paso county, add 5.3% sales tax. All other CO residents, add 2.9% sales tax. If tax exempt, provide a copy of tax exempt certificate.

Please visit us online for shipping options and our most current shipping rates.
PromNite.com/customersupport