



enjoy writing®

Order Form

PO#: _____

Date: _____

Bill to Company	Ship To Company
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BILLING (check one) We Accept: Visa, MC & DISC <input type="checkbox"/> Already Established Terms <input type="checkbox"/> Use Credit Card on file Last 4 Digits: _____ <input type="checkbox"/> Call Bill to for CC info (not eligible for rush service) PRICING Quote Number: _____ Promo Code: _____	Requested Ship Date: _____ In Hands Date: _____ Ship Method: _____ Freight Account#(if applicable): _____ <input type="checkbox"/> Bill to Recipient <input type="checkbox"/> Bill to 3rd Party
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Line #	Qty	Item #	Item Color/ Trim Color	Writing Ink Color	Imprint Color	First Line of Imprint / Imprint Line for Reference	Price (US \$)
1							
2							
3							
4							
5							
6							
7							
8							
9							

One time set-up charge of \$15(G) on new silkscreen orders. One time laser set-up charge of \$45(G) on all new laser engraved orders. Free straightline laser engraving is available if selecting a Hub Pen free font.

IMPRINT

Sending Vector Artwork Typeset

REPEAT: No Yes Repeat PO: _____ Repeat SO: _____ Repeat Invoice: _____

Imprint Instructions:

PROOF: No Yes proof to email address _____

Additional Special Instructions:

Email Orders and artwork: hub@hubpen.com

Thank you for your business!