E-Mail/Fax Order Form

No. of Pages _____
(including cover sheet)

CUSTOMER SERVICE: 1.800.323.7556
E-MAIL: orders@blockinc.com
FAX: 1.800.435.5707
To place a fax order, photocopy this form, fill it out and fax it to us.

For current pricing visit www.blockandcompany.com or call 800.323.7556

Please do not write in margins.

QUANTITY	ITEM NO.	COLOR	DESCRIPTION	UNIT PRICE	TOTAL PRICE

Applicable freight charges and taxes will be added to your invoice.

Thank you for your order! **TOTAL** _____

IMPRINT INSTRUCTIONS:

IMPRINTED IN: ☐ **INK** ☐ **EMBROIDERY** ☐ **NO IMPRINT**

☐ **IMPRINT PER SAMPLE ATTACHED** (can be modified for best appearance)
☐ **IMPRINT ARTWORK EXACTLY AS PROVIDED TO BLOCK** (same size)
☐ **IMPRINT PER ARTWORK ON FILE** (include a copy for reference)
☐ **IMPRINT AS SHOWN AT RIGHT**

LETTERING: ☐ Script ☐ Block Style ☐ ALL CAPS ☐ Upper/Lower Case

IMPRINT COLOR _____

LINE 1 _____
LINE 2 _____
LINE 3 _____
LINE 4 _____

Artwork Required: Send logos and other artwork as an electronic file. Sorry, logos from faxes or textured letterhead cannot be reproduced. See **www.blockandcompany.com/resources-artwork** for complete instructions.

METHOD OF PAYMENT:

☐ **CHECK (OR MONEY ORDER) TO COME UNDER SEPARATE COVER** (Fax Orders Only)
☐ **CHECK (OR MONEY ORDER) ENCLOSED** (Mail Orders Only)
☐ **BILL US (NET 30 DAYS – OPEN ACCOUNT ONLY)**

CHARGE TO: ☐ **VISA** ☐ **MASTERCARD** ☐ **AMERICAN EXPRESS**

CREDIT CARD NO: _____

CREDIT CARD SECURITY CODE: _____

EXPIRATION DATE: _____

CARDHOLDER'S NAME: _____

SIGNATURE: _____

BILLING ADDRESS: ☐ **SOLD TO** ☐ **SHIP TO** ☐ **OTHER (Specify)**

_____

METHOD OF SHIPMENT:

☐ **BEST WAY**
(orders will be shipped UPS, Parcel Post, or Truck to assure fast delivery)

☐ **OVERNIGHT SERVICE** ☐ **2ND DAY SERVICE**
(additional charges will apply)

☐ **SPECIAL ROUTING:** _____

ALL SHIPMENTS F.O.B. FACTORY WAREHOUSE

SOLD TO:

ACCOUNT NO: _____ **P.O. NO:** _____

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

☐ I have verified quantity, description, imprint and price. **DATE:** _____
I am aware that custom-made orders are not returnable.

NAME: _____
(Please print)

SIGNATURE: _____

SHIP TO:

Complete only if order is to be shipped to a different address than shown above (we cannot ship to a P.O. box).

ATTENTION: _____

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ **FAX:** _____