



Please fax completed order form to 401-349-4947 or mail to address in upper right corner.

29 Lark Industrial Parkway
Greenville, RI 02828
401-349-4940 800-966-1816
Fax: 401-349-4947
Email: www.ctocpromos.com

Bill To:	Ship To: (No P.O. Boxes)
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
Email Address: _____	Email Address: _____
Event Date: _____	Mail Stop#: _____

Is this purchase being made for personal use?

- Yes For personal orders, please make checks payable to Coast to Coast Promotional Products or complete the credit card information below. No cash please.
- No For business orders, please complete the information below. No order will be processed without the appropriate approval signature (usually a member of the Charter One Executive Policy Committee).

Approved By: _____

Your Signature: _____ Date: _____

RC Code: _____ GL Number: _____

Delivery Information

Unless you specify otherwise, all business orders and personal orders will be shipped via ground UPS or Federal Express and incur routine charges. Orders for in-stock items received by 3:00 p.m. Eastern Time will be shipped within 24 hours. Additional delivery charges may be incurred for rush orders. Special orders are available upon request.

Sales Tax Information

We are required to collect sales tax on shipments to the following states: CT, IL, IN, MI, MA, NJ, NY, OH, PA, RI, and VT. Please add applicable sales tax (state tax, any local tax, and tax on delivery charges) at the appropriate rate for your area where required. The local tax of the delivery destination is charged. For assistance, please call 800-966-1816 extensions 102 and 108.

Item Number*	Quantity	Description	Size	Price Per Item	Subtotal

*Find Item Number online on the individual product screen.

Credit Card Information

Credit Card # _____ Expiration Date _____
 Security Code _____ *Last 3 numbers (4 for American Express) found on back of credit card*
 Address of Cardholder _____ Today's Date _____
 Signature _____

Subtotal	
Tax	
Total	