

ORDER FORM

The **Rough Notes** Company, Inc.

1 Bill To:
 Customer Number: _____
 Name: _____
 Company: _____
 Street Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: () _____ Fax: () _____

2 Ship To (if DIFFERENT than "Bill To"):
 Name: _____
 Agency/Company Name: _____
 Street Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: () _____ Fax: () _____

3 Item	Qty.	Description	Imprint ✓	Price

4 Method of Payment
 Payment Enclosed Bill Me Charge To My Credit Card
 MasterCard VISA American Express Discover

Credit Card Number _____ V-Code* _____
 Signature _____ Exp Date _____
 Name on card (please print) _____

Credit Card Billing Address if different from above. (Required)
 Corporate Credit Card Yes No (Required)

***V-Code is Required To Process Your Credit Card:**
 AX = 4 Digit Code on Front of Card
 MC/VISA/Discover = 3 Digit Code on Back of Card
 (Make checks payable to: The Rough Notes Company, Inc.)

SHIPPING/HANDLING CHARGES	
Total Order Amount	S/H Charge
\$0 - \$50.00	\$12.00
\$50.01 - 100.00	\$14.00
\$100.01 - 150.00	\$16.00
\$150.01 - 250.00	\$20.00
\$250.01 - 500.00	\$23.00
\$500.01	\$13.00+ Actual freight charges
All software products	\$11.00

Software is non-returnable once the seal is broken.
 Actual shipping charges may apply to items shipped outside the continental U.S.
 Overnight delivery services are available. Call for details.

Total Amount of Merchandise	\$	_____
Shipping/Handling Charges*	\$	_____
Indiana Residents Tax (7%)	\$	_____
Total Amount Due	\$	_____

5 I agree to pay the above charges.
 Signature _____

6 Imprint Orders

IMPORTANT: Please fill in information as it should print or attach sample of current imprinted item.
**Note any changes to copy. You will receive a faxed proof.*

Company _____
 Address _____
 City/State/Zip _____
 Phone () _____ Fax () _____
 Web site _____
 E-mail _____
 Other _____

Imprint Color: Black Blue Other PMS# _____
 Color Sample Included