



EXCELLENCE
PROMOTION AGENCY

excellencepromo LLC
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ORDER INFORMATION FORM

Completion of this form will assist us in the data entry process of your order and help to ensure accuracy. We will forward an order acknowledgment to you for your review and approval prior to beginning production on any order.

Date: _____

Item Description: _____

Quantity: _____ Price (if known): _____

Product Color(s): _____

Imprint Color(s): _____ PMS Color(s): _____

Billing Address: _____

Ship-to Address (if different than above): _____

Please include any special shipping instructions.

Shipping Method: _____ Date Needed: _____

UPS or FedEx Number (optional): _____

NOTE regarding artwork: Please include any PMS colors or special placement instructions. Please forward camera-ready artwork in the form of vector art, preferably an AI, EPS or PDF file.

PLEASE FAX COMPLETED FORM TO: (888) 359-1777

or email to: info@excellencepromo.com