



# CarolinaPens.com

## ORDER FORM

Owned & Operated by : ADAM STEVEN & ASSOCIATES, INC.

Our email ~ carolinapens@gmail.com

### BILLING INFORMATION: PLEASE PRINT OR TYPE

Firm Name \_\_\_\_\_  
Your Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_

### SHIPPING INFORMATION: IF DIFFERENT THAN BILLING No P.O. Boxes please.

Firm Name \_\_\_\_\_  
Your Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### METHOD OF PAYMENT:

Check or Money Order for: \$ \_\_\_\_\_ (Made payable to ADAM STEVEN & ASSOCIATES, INC.)

Please charge my credit card: ☐ MasterCard  ☐ Visa  ☐ American Express 

Card No. 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 CID No. (last 3 digits on the signature panel on the back of your card) \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_

Cardholder's Signature \_\_\_\_\_ Cardholder's Address \_\_\_\_\_

Print Cardholders Name \_\_\_\_\_

### I NEED MY ORDER BY:

Please indicate when you need the product(s) ordered.

☐ Normal Production Time

☐ For an event date: \_\_\_\_\_

### ADDITIONAL INFORMATION:

What will item be used for? \_\_\_\_\_

### IMPRINT INFORMATION:

Please print or type copy desired below. For artwork such as logo, trademark, insignia or special lettering, please read You are allowed up to five lines of type with 30 characters and spaces per line.

### METHOD OF SHIPMENT:

All prices FOB factory.

Authorization for:

☐ Standard Shipping ☐ 2 Day Shipping

☐ 3 Day Shipping ☐ Overnight Shipping

### HERE'S WHAT I WOULD LIKE TO ORDER:

ITEM NO.	QTY.*	DESCRIPTION	PG.#	ITEM COLOR	IMPRINT COLOR	PRICE EA.	TOTAL PRICE

\*Due to our imprinting process, we reserve the right to ship and bill up to 10% over or under the quantity ordered.

P.O. BOX 819  
MAGGIE VALLEY, NC. 28751

Phone: TOLL FREE ~ 888-652-0089

Fax: 828-926-4797

Website: www.carolinapens.com

THANK YOU  
FOR YOUR ORDER

SUBTOTAL  
UPS GROUND SHIPPING  
(UPS Ground)  
LOGO OR SET-UP CHARGES  
TOTAL\*

\*Total does not include freight if shipping other than UPS Ground. Actual freight billed after shipment is made.