

VAN'S GIFTS Fast Fax Order Form

SAMPLE			
Step 1	Source Code:	Customer Number:	← Located on the back cover of Catalog
	Ordered By		
Name: Janet Hart		Title: President	
Company Name: JH Enterprises			
Address(including any suite #/no punctuation): 1235 Hart Lane			
Address Line 2: Suite 430			
City: Long Beach			
State: California		Zip: 90815-1758	
Phone: 123-456-7890		Email: jhart@jhenterprise.com	

Step 2	Ship-to Information		
	Item Number: F251 Golden Godiva Case \$49.95 S&H \$9.95		
	Name: John Smith		Title: Vice President
	Company Name: XYZ Company		
	Address: 123 Main St.		
	Suite #: Ste. 23		
	Phone: 555-777-1234		
	City: Long Beach		
	State: California		Zip: 90815
	Greeting (130 characters including spaces):		
	Happy Holidays!		
	Have a wonderful new year		
	From Janet at JH Enterprises		
	Please Deliver By: <input type="checkbox"/> Thanksgiving <input type="checkbox"/> Hannukah <input checked="" type="checkbox"/> Christmas <input type="checkbox"/> New Years <input type="checkbox"/> Other		
Mark One Please			

Reprint page 3 for as many ship-to's as you need.
For multiple page orders please assign page number and initial bottom right corner!

Step 1	Source Code:	Customer Number:	← Located on the back cover of Catalog
	Ordered By		
Name:		Title:	
Company Name:			
Address(including any suite #/no punctuation):			
Address Line 2:			
City:			
State:		Zip:	
Phone:		Email:	
Cell Phone(in case of any errors in shipping):			

Step 2	Method of Payment			
	Amex <input type="checkbox"/>	Visa <input type="checkbox"/>	M/C <input type="checkbox"/>	Check Enclosed <input type="checkbox"/> Cust. On Acct. <input type="checkbox"/> (order # will be sent)
	CC#:			Expiration Date:
	Signature:		Print Name:	
	Billing Address:			<input type="checkbox"/> Same as Above

Step 3	Ship-to #1	
	Item Number/Price/S&H:	
	Name:	Title:
	Company Name:	
	Address:	
	Suite #:	
	Phone:	
	City:	
	State:	Zip:
	Greeting(3 lines,130 characters including spaces)	
	Please Deliver By: <input type="checkbox"/> Thanksgiving <input type="checkbox"/> Hannukah <input type="checkbox"/> Christmas <input type="checkbox"/> New Years <input type="checkbox"/> Other_____	
	Mark One Please	

	Ship-to #2	
	Item Number/Price/S&H:	
	Name:	Title:
	Company Name:	
	Address:	
	Suite #:	
	Phone:	
	City:	
	State:	Zip:
	Greeting(3 lines,130 characters including spaces)	
	Please Deliver By: <input type="checkbox"/> Thanksgiving <input type="checkbox"/> Hannukah <input type="checkbox"/> Christmas <input type="checkbox"/> New Years <input type="checkbox"/> Other_____	
	Mark One Please	

Ship-to	(please number)
Item Number/Price/S&H:	
Name:	Title:
Company Name:	
Address:	
Suite #:	
Phone:	
City:	
State:	Zip:
Greeting(3 lines,130 characters including spaces)	
Please Deliver By: <input type="checkbox"/> Thanksgiving <input type="checkbox"/> Hannukah <input type="checkbox"/> Christmas <input type="checkbox"/> New Years <input type="checkbox"/> Other _____	
Mark One Please	

Ship-to	(please number)
Item Number/Price/S&H:	
Name:	Title:
Company Name:	
Address:	
Suite #:	
Phone:	
City:	
State:	Zip:
Greeting(3 lines,130 characters including spaces)	
Please Deliver By: <input type="checkbox"/> Thanksgiving <input type="checkbox"/> Hannukah <input type="checkbox"/> Christmas <input type="checkbox"/> New Years <input type="checkbox"/> Other _____	
Mark One Please	

Ship-to	(please number)
Item Number/Price/S&H:	
Name:	Title:
Company Name:	
Address:	
Suite #:	
Phone:	
City:	
State:	Zip:
Greeting(3 lines,130 characters including spaces)	
Please Deliver By: <input type="checkbox"/> Thanksgiving <input type="checkbox"/> Hannukah <input type="checkbox"/> Christmas <input type="checkbox"/> New Years <input type="checkbox"/> Other _____	
Mark One Please	

Ordered By:
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