ORDER FORM

Box 350 – Cisco, Texas 76437 – Phone 254-442-2500 – Fax 254-442-2514 – Email swinfo@southwestemblem.com
WWW.SOUTHWESTEMBLEM.COM

Each order **MUST** be accompanied by either (1) Payment in advance; (2) An official P.O. from your school; or (3) credit card (Master Card, Visa, Discover, American Express).
VERY IMPORTANT: **STOCK ORDERS** ship within 10 working days of receipt of order unless we are temporarily out of stock.
Custom orders – email artwork to swinfo@southwestemblem.com or call for more information.
IMPORTANT NOTE: SUPER RUSH SERVICE on stock items is available for an additional charge. Call for details.
PLEASE TYPE OR PRINT ALL INFORMATION, AND ALSO DOUBLE – CHECK YOU PRICE CALCULATIONS AND TOTALS TO BE SURE THAT THEY ARE CORRECT.
TEXAS orders add 8.25% tax or exemption information if we do not already have it on file.

We will send you another order form/price list with your shipment for future re-orders.	You may use your own school P.O. or devise your own order form, but be sure to include all needed information.

QTY	Stock #	Item – Description	Price ea.	Extension

If order accompanied by a personal check, please allow an additional 2 weeks for delivery time.

Lack of complete information and / or incomplete payment will delay processing of your order.

SHIPPING/HANDLING/INSURANCE CHARGES
Calculate your cost by total dollar amount of order before tax

Up to $25 -- $5.00	$300.01 - $400 -- $20.00
$25.01 - $100 -- $10.00	$400.01 - $600 -- $30.00
$100.01 - $300 -- $15.00	Over $600 -- $35.00

CHECK BELOW:

_____ Payment Enclosed

_____ P.O. Enclosed

TOTAL MERCHANDISE ORDERED	
Texas resident(s) (if not exempt) add 8.25% sales tax	
Add SUPER RUSH charges ONLY if applicable	
Add Shipping-Handling-Insurance charges from above	
GRAND TOTAL OF ORDER	

CREDIT CARD PROCESSING

Name as it appears on card _____

Card Type _____ Account Number _____

Expiration Date _____ Phone _____

Billing Address _____

_____

Ship this order to: _____

_____
City State Zip

E-mail _____

Signature _____ Phone _____