PaperDIRECT®
Your **words**. Our **designs**. Powerful **communication**.

Fax Your Order: 800.443.2973
To Order Call: 800.272.7377
PO Box 1151, Minneapolis, MN 55440-1151

BILL TO:

❑ Corrections to billing address
Customer Number: _____ Source Code: _____
Name: _____
Company: _____
Division/Mail Stop/Suite: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (_____) _____ – _____

SHIP TO:

❑ Same as billing address
❑ Ship my order to the address below *(sorry, no P.O. Boxes!)*
Name: _____
Company: _____
Division/Mail Stop/Suite: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (_____) _____ – _____

Daytime Phone: ( ) –

Daytime Fax: ( ) –

Email Address *(for order confirmation)*:

ITEMS ORDERED:

Item #	Quantity	Description	Color	Initials First	Initials Middle	Initials Last	Sheets per box	Price per item	Total Price

*Sales and use tax will be added to all orders delivered to Colorado, Washington, and Minnesota. PaperDirect® is not required to and does not collect sales tax on orders placed in Kentucky, Louisiana, Oklahoma, Rhode Island, South Dakota, Pennsylvania, Vermont, and Puerto Rico. However, orders delivered to these states will be subject to sales or use tax, unless the purchase is specifically exempt. Orders placed via Internet, by catalog, or by other remote means are not automatically exempt from sales or use tax. State law requires that a consumer's sales or use tax be paid annually on the appropriate tax forms.

If your total purchases with us for delivery to Pennsylvania, Puerto Rico, Vermont, or Rhode Island total an amount over a threshold determined by these states or territories, we will send you an annual purchase summary by the following year to help you accurately file your use tax returns.

Please note that we are required by law to provide the states of Rhode Island, Pennsylvania, and Vermont, and the territory of Puerto Rico with an annual statement that includes your name, billing address, shipping address, and the total dollar amount of your purchases. No other details of your purchases will be included on the statement.

FOR ADDITIONAL ITEMS, PLEASE USE A SEPARATE SHEET.
Orders for personalized items must be placed online at PaperDirect.com

SUBTOTAL from other sheet(s)	
SUBTOTAL	
Shipping and Handling Charges *(see chart below)* ❑ UPS Ground Service ❑ 2nd Day ❑ Next Day	
SALES TAX*	
TOTAL	

PAYMENT METHOD:

❑ **Check enclosed** *(make payable to PaperDirect)*.
Returned checked are subject to a $20 charge.
❑ **Purchase order #** *(please provide here, if applicable)*.

❑ **Please bill me** *(net 30 days)*. For preapproved accounts of satisfactory D&B-rated firms, schools, hospitals, banks, and government agencies only. CODs not accepted. Balances overdue 30 days or more are subject to a finance charge of 1.5% per month, which is an annual percentage fee of 18%, to be applied to the unpaid balance.

❑ **Charge my credit account #**

❑ **Visa** ❑ **Mastercard** ❑ **Amex** ❑ **Discover**

Expires:

Signature
(required for credit card orders)

SHIPPING METHOD:

1. See the chart to the right to determine your desired delivery time and corresponding shipping rates. Most orders (excluding volume orders) ship within 1–2 business days, pending credit approval for new accounts or credit card approval.
2. We ship UPS ground whenever possible, so please provide a street address. Visit our website (PaperDirect.com/documentcenter.aspx?cid=2966) to see map that shows the estimated number of business days needed for UPS ground shipping.
3. If shipping outside the 48 contiguous United States (AK, HI,PR), please call for rates.
4. All APO and P.O. Box orders ship First–Class Priority Mail.
5. For shipping to more than one address, add the full shipping amount for the merchandise to be delivered to each address.
6. A signature is required for delivery to business addresses.
7. Please call 800.272.7377 if you have any questions regarding our shipping services.

Method	Ground	2nd Day	Next-Day
Delivery Time	1–5 Business Days	2 Business Days *(by 5 p.m.)**	Next Day *(by end of day)**
If your order totals:		*Your shipping and handling charge:*	
$0–$10	$6.99	$12.99	$18.99
$10.01–$30	$12.99	$19.99	$24.99
$30.01–$60	$14.99	$23.99	$32.99
$60.01–$100	$16.99	$26.99	$36.99
$100.01–$150	$18.99	$28.99	$37.99
$150.01–$200	$20.99	$32.99	$41.99
$200.01–$250	$24.99	$34.99	$44.99
$250.01–$300	$29.99	$36.99	$48.99
Over $300	12% of order total	13% of order total	15% of order total

Additional fuel surcharges may apply.

***Varies by area and carrier choice.**

If you choose to use your own shipping account, a processing fee (5% of the order total) will be charged.