

# Pen at Hand, Inc.-"Stick Figures" General Order Form-to order ANY Products

Ronnie Horowitz, 4120 Terri-Lyn, Northbrook, IL 60062 Phone (847) 498-9174 FAX (847) 498-5283 FAX ALL ORDERS  
Any Item can be ordered on this form if you are careful to include all information! More order forms on our website

Page _____	Salesperson _____	PO #/JOB NAME _____	Today's Date _____	Date Needed _____	Ship Method _____ UPS OTHER
_____ of _____					
BUSINESS NAME _____			DROP SHIPMENT ADD \$2.00 PLUS SHIPPING		
ADDRESS _____			SHIP TO: _____		
CITY _____			ADDRESS _____		
STATE _____ ZIP _____			CITY _____		
PHONE _____ FAX _____			STATE _____ ZIP _____		
QUANTITY	ITEM NAME/NUMBER/DESCRIPTION	PAPER COLOR	TYPESTYLE	BLACK OR FULL COLOR GRAPHICS BLACK ONLY ON POST ITS	

Head # *Required See Head Selections	Spell Name as it will appear on Product being ordered	Age people or pet size	Body Selection or Single Logo Name-See Body Outlines or Full Color Bodies & Logo Sheets	Indicate Glasses, beard, moustache, Skin tone, goatee Hair color if needed
1.				
2.				
3.				
4.				
5.				
6.				

Watch for Each Item's Price Limit on Bodies and Heads. Check the Price Sheets. Logo Singles always count as extra. Extra bodies cost \$6. Any Single logos are \$3 each. Extra Heads on products where only heads are used are \$3 each  
Numerical Address on House (where house or apartment building is drawn on card) \_\_\_\_\_  
You may OMIT HOUSE from card by writing OMIT HOUSE above. Leave blank to keep house but have no #.  
Wording information and diagram. Follow layout as in sample book \_\_\_\_\_ Follow my layout below \_\_\_\_\_  
Need Proof? (Retail \$6) \_\_\_\_\_ Fax# \_\_\_\_\_ email \_\_\_\_\_  
Use another sheet with the job name if needed. Give proof approvals or changes via faxing.

<b>ENVELOPE FLAP INFORMATION:</b> (flaps will be printed with standard house and sun design unless indicated otherwise)			
Minimum order of 25.	Envelope Color _____	Quantity _____	Type _____ Extra Bodies/Logos _____
Address _____			
City _____		State _____	Zip Code _____

Carefully proof read your order and sign if copy above is correct. X \_\_\_\_\_  
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