

Product Order Form

Order online at **toastmasters.org/shop**
or email completed form to **supplyorders@toastmasters.org**

Please print or type all information clearly. Include postal code on all correspondence.

Date

Member Number

Phone

Email

Shipping Address

Name

Billing Address

Same as shipping address

Name

Company Name/Other

Company Name/Other

Address

Address

City

State (U.S. only)

City

State (U.S. only)

Zip/Postal Code

Country

Zip/Postal Code

Country

Item Number	Description	Weight	Quantity	Unit Price	Total Price

Additional Items may be listed on Page 3

Shipping Method

United States Districts

USPS Ground Advantage (2-6 business days)
UPS Ground (1-6 business days) 1 Day UPS (business day) 2 Day UPS (business days)

Non-United States Districts

Airmail (7–21 business days, tracking not included) Courier (3–7 business days, tracking included)

Processing and Handling

Standard (up to 10 business days) Orders received during peak order periods (August, September, October) and those requiring customization may require more than 10 days.

Express (\$15 + shipping charges) Orders received by 12 p.m. PT will be processed and shipped the same day. Orders received after 12 p.m. PT will be processed and shipped the next business day (not available for orders containing items to be customized).

Promotional code

Subtotal (without customization charges)	
Customization charges: 25¢ per character*	
Discount total	
Sales tax	
Shipping**	
Express handling	
Total Amount (USD)	

Mailing address:
Toastmasters International,
9127 S. Jamaica Street, Suite 400
Attn: Product Order
Englewood, CO 80112

*Please fill out the Customization Information chart on page 3. Do not count spaces between words for character count charges.

**If your calculations are incorrect, you will be charged the correct amount. All information must be complete and payment in U.S. dollars must be included or the order will be returned to you. Prices, availability, appearance of all items, and postage charges are subject to change without notice. Any duties and taxes incurred are the responsibility of the person placing the order. For current weights, pricing, and to calculate shipping, go to toastmasters.org/shop.

Payment Must Accompany Order

Payment Method (U.S. Funds)

MasterCard Visa AMEX Discover Check Cash

Gift certificate(s)

Gift certificates can only be processed by mail. Send all original gift certificates utilized with Order Form and retain a photo copy for your records.

Total gift certificate amount

Card Number

Expiration Date (MM/YY)

Signature

Name as it appears on card

Additional Items

Please add additional items below.

Item Number	Description	Weight	Quantity	Unit Price	Total Price

Customization Information

Please review line and characterization limits for each item, available by visiting toastmasters.org/shop or by contacting the Orders and Tracking team at +1 720-439-5050 or by emailing supplyorders@toastmasters.org.

Item Number:

	Customization Text	Character Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Total characters (including spaces)		

Item Number:

	Customization Text	Character Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Total characters (including spaces)		