



Please fax completed order form to 401-349-4947
or mail to address in upper right corner.

29 Lark Industrial Parkway
Greenville, RI 02828
401-349-4940 800-966-1816
Fax: 401-349-4947
Email: www.ctocpromos.com

Bill To:

Ship To: (No P.O. Boxes)

Name: _____
Address: _____

Phone: _____
Email Address: _____
Event Date: _____

Name: _____
Address: _____

Phone: _____
Email Address: _____
Mail Stop#: _____

Is this purchase being made for personal use?

- Yes For personal orders, please make checks payable to Coast to Coast Promotional Products or complete the credit card information below. No cash please.
- No For business orders, please complete the information below. No order will be processed without the appropriate approval signature (usually a member of the Citizens' Executive Policy Committee).

Approved By: _____
Your Signature: _____ Date: _____
RC Code: _____ GL Number: _____

Delivery Information

All business orders and personal orders sent to a bank address will be shipped via interoffice mail from the Mail Room at the Operations Center in East Providence, RI, unless otherwise specified. Deliveries to a home address will be sent UPS or Federal Express. Orders for in-stock items received by 3:00 p.m. Eastern Time will be shipped within 24 hours. Special orders are available upon request. All orders shipped via UPS or Federal Express may incur additional charges, which will be charged to the invoice.

Sales Tax Information

We are required to collect sales tax on shipments to the following states: CT, IL, IN, MI, MA, NJ, NY, OH, PA, RI, and VT. Please add applicable sales tax (state tax, any local tax, and tax on delivery charges) at the appropriate rate for your area where required. The local tax of the delivery destination is charged. For assistance, please call 800-966-1816 extensions 102 and 108.

Item Number*	Quantity	Description	Size	Price Per Item	Subtotal

*Find Item Number online on the individual product screen.

Credit Card Information

Credit Card # _____ Expiration Date _____
 Security Code _____ *Last 3 numbers (4 for American Express) found on back of credit card*
 Address of Cardholder _____ Today's Date _____
 Signature _____

Subtotal	
Tax	
Total	