



FOUR WAYS TO ORDER

ONLINE: www.baudville.com

PHONE: 1-800-728-0888

FAX: 1-616-698-0554

MAIL: Baudville, Inc., 5380 52nd Street SE, Grand Rapids, MI 49512

For faster service include this code on your purchase order:

Priority Code:

COMPANY/ORGANIZATION _____

ATTENTION _____ TITLE _____

ADDRESS/MAIL STOP (NO PO BOX) _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL ADDRESS _____

SHIP TO:

COMPANY/ORGANIZATION _____

ATTENTION _____ TITLE _____

ADDRESS/MAIL STOP _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL ADDRESS (we will send you an email confirmation of shipping/tracking information) _____

BILL TO:
(if different from "Ship To")

Faxable Order Form: **616.698.0554**

Please Print or Type.

ITEMS ORDERED:				Call Us: 1-800-728-0888	Order Online: www.baudville.com
Qty	Item #	Color	Description	Unit Price <small>(U.S. Dollars)</small>	Total

I ATTACHED A SEPARATE SHEET WITH ADDITIONAL ITEMS. SUBTOTAL

Shipping Method	Ground Shipping 2 – 5 Days	2-Day Guaranteed 2 – Day Delivered by 5:00pm
Order Subtotal:	Shipping and Handling:	
0 – \$ 15	\$6.50	\$12.99
\$ 15.01 – \$ 50	\$8.50	\$16.99
\$ 50.01 – \$100	\$9.50	\$18.99
\$100.01 – \$150	\$10.50	\$21.99
\$150.01 – \$200	\$11.50	\$23.99
Over \$200	Call 1-800-728-0888 for rates.	

* SHIPPING/HANDLING: Minimum \$6.50 billed on all orders. Minimum \$12.99 for Hawaii, Alaska, and Puerto Rico. Minimum \$23.99 for international. GST, HST, and PST charges are the responsibility of the Canadian resident.	S&H*
SALES TAX - MI residents add 6%, IL residents add 6.25% or TAX EXEMPT #:	SALES TAX**
THANK YOU FOR YOUR ORDER!	TOTAL (U.S. Dollars)
Baudville's Tax ID #: 38-2549249 rev.01/09 J#0401	

Additional shipping options available. Please call 1-800-728-0888 for rates. Additional charges apply for shipments outside the continental USA. Visit Baudville.com for more shipping information.

METHOD OF PAYMENT:		Purchase Orders:
Credit Card Orders: <input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> Discover Please charge to my: <input type="checkbox"/> M/C		Pre-approved accounts or satisfactory D&B rated firms, schools and government agencies only. FIRST TIME ORDERS – Please fax your order form along with the company purchase order to 1-616-698-0554 . Please allow 48 hours to open the account. For RUSH orders, please call 1-800-728-0888. PLEASE INCLUDE PRIORITY CODE from the back of your catalog.
CARD NUMBER: _____ EXP. DATE: MM/YY _____ _____ CARDHOLDER'S NAME (PRINT) _____ PHONE NUMBER _____ _____ CARDHOLDER'S SIGNATURE _____		
Check/Money Orders: Make check payable in U.S. Dollars to Baudville, Inc. Mail completed order form and payment to: Baudville, Inc. • 5380 52nd Street SE • Grand Rapids, MI 49512		SCHOOL P.O. #: _____ Please fax P.O. with your order form.

Order from us 24 hours a day at [Baudville.com](http://www.baudville.com)! Orders placed before 6 p.m. EST will ship out the same day, whether you call, fax or order online. On weekends, your order will ship the next business day.

FOUR WAYS TO ORDER



Online @ www.baudville.com: Our online store is always open and ready to take your order. It's easy, fast and secure!



Phone 1-800-728-0888: Our representatives are available from 8 a.m. to 7 p.m. EST, Monday through Friday. Please have your priority code from the back of the catalog and item numbers ready.



Fax 616-698-0554: Please type or print your order on this order form or fax us your purchase order. Be sure to fill out the form completely to avoid delays. We may need to contact you regarding your order.



Mail: You can also mail your order form to Baudville, Inc., 5380 52nd Street SE, Grand Rapids, MI 49512. Be sure to fill out the form completely to avoid delays. We may need to contact you regarding your order.

SHIPPING INFORMATION

FREE Tracking Information! Supply us with your email address and we will send you the tracking information specifically for your shipment. Just click the links and you can check the status of your delivery!

Standard Shipping

All orders will ship via ground shipping unless otherwise requested. Additional shipping options are available; please visit Baudville.com or call 1-800-728-0888 for more details.

Rush Shipping

Rush shipping is available upon request at time of order. Additional shipping charges will apply to all rush orders placed after 6 p.m. EST. Charges for shipments outside of the continental USA are subject to a surcharge. Shipping charge total will be calculated at the time the order is placed. Please call Customer Service at 1-800-728-0888 if you need your order rushed.

30-Day Guarantee

We stand behind our products, period. If you need to return an unused product, we'll be happy to credit your account, exchange the item or give you a refund for the cost of the merchandise if returned within 30 days from receipt of your order. Simply return the items along with the packing slip; preferably with a carrier that requires a signature (FedEx, UPS or Certified US Mail). Please retain tracking information until credit has been received. **Returns of personalized or custom merchandise are not accepted.**

VISIT OUR **NEW** WEBSITE WWW.BAUDVILLE.COM

Live Personalization Preview

- See how your personalization will look on the product in real-time

Recognition Center

- A resource for recognition information, articles and expert advice

Product Image Viewer

- High resolution zooming
- Multiple views of products

Industry Categorization

- Pages dedicated to industries and divisions, including teaching, healthcare, volunteering, and customer service.



As always, all in-stock orders placed by 6 p.m. EST will ship the same day.