



Order Form

FAX TO:
540-668-7122

Executive Gift Planners, LLC
 16091 Folkstone Court
 Purcellville, VA 20132
 Phone: (540) 668-6644
 Toll-Free: (866) 839-5414
Fax: (540) 668-7122

Date	Purchase Order #	Contact Name	E-Mail Address

Customer Information:	Shipping Information:
NAME	NAME
COMPANY	COMPANY
ADDRESS	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
PHONE #	PHONE #

SPECIAL INFORMATION / INSTRUCTIONS:	SPECIAL NOTE ON ENCLOSURE CARD TO RECIPIENT:
Package Arrival Date: _____ Food Allergies: _____ _____ _____ _____	_____ _____ _____ _____ _____

CREDIT CARD TYPE <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex	CARDHOLDER NAME	EXP. DATE
CREDIT CARD #	CARDHOLDER SIGNATURE	

Shipping Method NOTE: All orders are shipped via ground service unless otherwise requested. Please ship my order via: <input type="checkbox"/> Overnight Service <input type="checkbox"/> Second Day Service <input type="checkbox"/> Third Day Service
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Qty	Item #	Options (color, size)	Product Description	Unit Price	Total

<ul style="list-style-type: none"> • Credit card orders are shipped immediately after your order is processed. Order processing normally takes 24 to 36 hours. Please allow 3 to 5 days for shipping. All orders are shipped via FedEx or UPS ground unless otherwise requested. • FREIGHT DAMAGE: All freight damage claims are the responsibility of the freight carrier and must be filed accordingly. Any spoilage or shortage resulting from freight damage are the responsibility of the carrier. 	Subtotal	
	Sales Tax <small>(VA Res add 6.5%)</small>	
	Shipping	
	Total	

- Add Balloons* to this order: Qty: _____ Color(s): _____
- Add Custom Printed Ribbon* to read: _____

*Additional charge will apply based on quantity, sizes and amount of text requested.