



AHIMA Order Form for:

Logo Merchandise
 Health Information and Technology Week

You may use this form to place an order for any AHIMA Logo Merchandise, including Credential Lapel Pins and Charms, or Health Information and Technology Week products sold through Bells Select. For additional order forms for other AHIMA products, please visit www.imprintmall.com/ahima

Fax

(512) 451-7657

Mail

Bells Select, Attn: AHIMA
109 Denson Dr.
Austin, TX 78752-4148

Online

www.imprintmall.com/ahima

Phone toll-free

(866) 90-AHIMA
(866) 902-4462

Item #	Description	Shirt Size	Personalized Item Color	Personalized Imprint Color	Quantity	x	Price	=	Total
Personalization should read as follows:									Order Total
See item description for personalization set-up costs. Fee does apply for each item.									Set-up ___ Items
We cannot accept faxed art or low-resolution logos used on web sites. Please provide black and white camera-ready art or electronic files with a minimum resolution of 300 dpi. Art may be e-mailed to art@imprintmall.com									Shipping and Handling
\$3 carrier surcharge if shipping to a residence									Subtotal
Bill To/Ship To: <input type="checkbox"/> Business/Facility <input type="checkbox"/> Residence Facility Name: _____ Name: _____ Title: _____ Physical Address: _____ City/State/Zip: _____ Phone: () _____ Fax: () _____ E-mail Address: _____ Purchase Order Number: _____ <input checked="" type="checkbox"/> Please attach copy of purchase order! Tax Exemption Number: _____ Date Order Placed: _____ Date Needed: _____ <input checked="" type="checkbox"/> Allow two to three weeks for delivery! <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> Discover Exp. Date: _____ / _____ Acct. #: _____ Print Cardholder Name: _____ Signature: _____									TOTAL
Orders under \$100 must be prepaid.									

Continental US Shipping, Insurance and Handling
Note: Residential shipments add a \$3 carrier surcharge.

Amt. of Order	Charges
\$0-10	\$4.95
\$10.01-25	\$7.50
\$25.01-50	\$9.95
\$50.01-75	\$12.95
\$75.01-150	\$15.95

Orders greater than \$150:
 Shipping will be added to your invoice based on package weight and the destination ZIP code. This is typically equal to 12 percent of the order total. Additional charges apply when shipping to outside the Continental US and to APO/FPO addresses. Call for details.
Make check or money order payable to Bells Select.
 No multiple checks.

Production Time
 Normal production time is two to three weeks. Rush service available on limited products. Call for details.

Set-up Fees
 There is a set-up charge per item for custom imprinting. Please refer to item description for cost.

Payment Terms
 Acceptable methods of payment: company check, money order, Visa, MasterCard, Discover, or American Express. Net 30-day credit terms are available on orders more than \$100 with valid purchase order and approved credit. All orders under \$100 must be prepaid by check, money order, or credit card.

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IMPORTANT NOTICE: Credit card and invoice statements will reflect charges from Bells Select/Direct!