



ORDER FORM FOR TOPS CHIROPRACTIC PENS



Since 1970. Proudly Made In The U.S.A.

For Faster Service Call Toll Free 1-800-992-8677

Tops Pen Company, 5895 Power Inn Road, Sacramento, CA 95824-2388

FROM: NAME _____ CLINIC NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE # () _____	SHIP TO: (IF DIFFERENT THAN "BILL TO" ADDRESS) NAME _____ CLINIC NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ ATTENTION: _____
---	--

QUANTITY	PEN COLOR	WRITING INK COLOR & POINT SIZE	CAP COLOR	PLUG COLOR	CHIROPRACTIC PRINT SELECTION(S)	IMPRINT COLOR FOR CHIROPRACTIC PRINT(S)	IMPRINT COLOR FOR DOCTOR'S COPY

DOCTOR'S IMPRINT: (PLEASE TYPE IN INFORMATION)

ARRANGEMENT OF COPY & SIZE & STYLE OF TYPE IS LEFT TO DISCRETION OF FACTORY UNLESS OTHERWISE STATED ON THIS ORDER

THIS ORDER APPROVED BY: _____

(ORDER MUST BE SIGNED)

TOTAL PENS ORDERED	UNIT PRICE	TOTAL
ADDITIONAL CHARGES (CUSTOM LOGOS, ETC.)		
STATE SALES TAX (CA RESIDENTS ONLY)		
UPS SHIPPING & HANDLING		
TOTAL		

CHECK ENCLOSED
 VISA
 MASTERCARD
 C.O.D

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CREDIT CARD NUMBER

SIGNATURE (REQUIRED) X _____ **EXPIRES** _____

Sign Here If Paying By Credit Card

HOW TO ORDER:

Be sure to fill out the order form completely and accurately. This will help us process your order as soon as possible with minimum delay. Remember to fill out all the columns!

When ordering more than one color combination, please order no less than 250 pens per color combination. The more color combinations that are specified, the longer it would take us to complete your order, as each order is custom made. If you have no real preference in selecting a color for a particular category, you can write down "Assort." in that column, and the factory will put in an assortment of colors for that category. The decision of what is to be included in an assortment will be left solely to the factory's discretion.

Please note that the maximum imprint area for the Doctor's Information is 1 - 3/8" from left to right and 7/8" up and down. The general rule is: the fewer the words, the bigger and better the information will look. We will use our best judgment in the arrangement of the Doctor's Information.

We will print only what you tell us to print! Be sure to write down everything that is to be included for the Doctor's Imprint! For example, if you want a certain one-line heading above the Doctor's Imprint (like "Bent Out Of Shape? Call:"), be sure to include it for the Doctor's Imprint!

ALL ORDERS MUST BE SIGNED IN THE SPACE PROVIDED ABOVE!

We acknowledge all orders by sending you an order acknowledgement showing you all the details of your order (including our layout of the Doctor's Imprint Copy).

The normal production time of our pens is 2-3 weeks from the receipt of your order. Rush Service when available may necessitate extra charges.