TOPS PEN CO.

SINCE 1970

Custom Promotional Products

56 years
1970 -2026

5895 Power Inn Road - Sacramento, CA 95824
(916) 383-8633 Fax (916) 383-7736
Website: topspen.com Email: topspen@yahoo.com



ORDER FORM FOR TOPS BENT PENS

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	SLOGAN PRINT SELECTION(S)	IMPRINT COLOR FOR 2ND 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
$25 ADDITIONAL CHARGE (CUSTOM LOGOS, ETC.)		
APPLICABLE STATE SALES TAX		
Shipping & Handling **)		
TOTAL ◊		

☐ PREPAY ☐ VISA ☐ MASTERCARD ☐ AMEX

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).

** AK or HI only available with air freight shipping.

◊ All pricing reflects 3.0% Cash/Check Discount. Credit card payment available add 3.0% to entire total order