Priority Code
For Faster Service: Include this number on your purchase order.

Faxable Order Form: ***317-262-3088***

Please Print or Type.

FOUR WAYS TO ORDER

ONLINE: paper&inc.com
PHONE: 1-800-878-5323
FAX: 317-262-3088
MAIL: Paper & Inc., 1123 Edgecomb Ave., Indianapolis, IN 46203

SHIP TO:

COMPANY/ORGANIZATION

ATTENTION TITLE

ADDRESS/MAIL STOP (NO PO BOX)

CITY STATE ZIP

PHONE FAX

EMAIL ADDRESS

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

COMPANY/ORGANIZATION

ATTENTION TITLE

ADDRESS/MAIL STOP (NO PO BOX)

CITY STATE ZIP

PHONE FAX

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

ITEMS ORDERED:

Call Us: 1-800-878-5323 **Order Online: paper&inc.com**

Qty	Item #	Color	Page No.	Description	Unit Price (U.S. Dollars)	Total

☐ I ATTACHED A SEPARATE SHEET WITH ADDITIONAL ITEMS.

Shipping Method	Standard	DHL / Airborne Express
	2 - 5 Days	1 - 2 Days
Order Subtotal:	**Shipping and Handling:**	
0 - $ 50	$7.75	$15.75
$ 50.01 - $100	$8.75	$17.75
$100.01 - $150	$9.75	$19.75
$150.01 - $200	$10.75	$21.75
Over $200	Call 1-800-878-5323 for rates.	

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

SUBTOTAL	
*** SHIPPING/HANDLING:** Minimum $7.75 billed on all orders. Minimum $15.75 for Hawaii, Alaska, and Puerto Rico. Minimum $21.75 for International. GST, HST, and PST charges are the responsibility of the Canadian resident.	S&H*
*** Indiana residents add 6% sales tax or TAX EXEMPT #**	IN SALES TAX**
THANK YOU FOR YOUR ORDER!	**TOTAL** (US. Dollars)

METHOD OF PAYMENT:

Credit Card Orders:

Please charge to my: ☐ Visa ☐ AmEx ☐ Discover ☐ M/C

CARD NUMBER: EXP. DATE: MM/YY

CARDHOLDER'S NAME)PRINT) PHONE NUMBER

CARDHOLDER'S SIGNATURE

Purchase Orders:

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 **317-262-3088.** Please allow 48 hours to open the account. For RUSH orders, please call **1-800-878-5323. PLEASE INCLUDE PRIORITY CODE** from the back of your catalog.

SCHOOL P.O. #:

Please fax P.O. with your order form.

Check/Money Orders:

Make check payable in U.S. Dollars to **Paper & Inc.**
Mail completed order form and payment to:
Paper & Inc., 1123 Edgecomb Ave., Indianapolis, IN 46203