

Anderson's
PROM

P.O. Box 1151 Minneapolis, MN 55440-1151

GENERAL ORDER FORM

Call Toll Free: 1-800-328-9640

Fax: 1-800-213-8166

Online: andersons.com

Email: orders@andersons.com

Doc ID # _____

Office Hours

Please visit andersons.com/contact-us for complete office hour information.

General Information

Payment

After your order has been shipped, you will receive an invoice. Please pay amount due within 30 days. A 1 1/2% monthly carrying charge (18% annual rate) will be added to past due balances. A minimum \$15 service charge will be applied to returned checks (based on regulations of the state the check is drawn on).

Information and Prices

Current listed prices are valid through June 30, 2021. Anderson's reserves the right to change prices at any time. Visit andersons.com or give us a call for up-to-date price information. We make every effort to ensure that all information in the catalog is correct at the time of printing. Occasionally, however, a typographical error may occur. While we try to portray our merchandise as accurately as possible, colors may vary slightly due to the printing process.

Shipping and Handling

A handling fee of \$5.99 will be added to each order placed. Orders are shipped UPS ground service whenever possible. Please allow six business days for shipping within the contiguous U.S. Orders over 100 lbs. may be sent via truck. Shipping by truck may take 7-10 business days. If your order must be sent by air to make your need date, you will be billed the expedited shipping cost. All shipping charges will be billed on your invoice. Extra shipping charges may be applied for residential delivery, increased fuel service charges and remote area surcharges in accordance with UPS ground service standard rate premiums. Due to the heavy and bulky nature of our themes kits, wire structures, centerpieces, and separates, an additional shipping charge equal to 10% of the total price of the theme or kit will be added to your order.

Imprint Designs

The display of any design or logo in this catalog is for demonstration purposes only and does not indicate or imply that any such design or logo may be reproduced without the authorization of the owner of the trademark, copyright or other right in such design or logo. The submission of any order constitutes a representation and warranty by the individual or entity submitting the order that such individual or entity is the owner of all trademarks or copyrighted material contained therein or has obtained any required consents or authorizations from the owner(s) to print such material.

Overruns & Underruns

Due to the variation in manufacturing of custom imprinted items, quantity shipped may vary from the quantity ordered by 5% over or under. This will be considered fulfillment of your order and you will be billed for quantity shipped.

Cancellations

Cancellation of custom imprinted items cannot be accepted once production has begun. NOTE: Artwork changes will apply for all art design spent at the rate of \$25.00 per hour if your order is cancelled prior to production. Minimum charge is \$25.00.

Proofs

An e-mail proof will be sent at your request prior to production. Proofs require 3 days production time. Production will start once customer has approved proof and returned it to us. There is a \$14.99 charge for the initial proof and each reproof.

Production Time

Please allow up to seven school days for production of theme kits. Our production schedule sometimes allows us to ship orders in less time than stated. Call toll-free 1-800-328-9640 for information on rush service.

**BUY NOW!
PAY LATER.**

All mail-in orders will be acknowledged. We will ship open account to any school if the order is signed by the principal or a faculty member. We accept VISA, MasterCard, American Express and Discover cards.

**SAME DAY
SHIPPING**

When you order by 1:00pm, EST

Most stock items will ship the same day if ordered by 1:00 pm, EST. Same day shipping cutoff times may vary. Visit us at andersons.com for up-to-date cutoff times.

Same day shipping does not apply to imprinted items, banners, themes, decorating kits, international orders, back orders, and credit card declines.

CUSTOMER NUMBER

Yellow outlined box on back cover

PRIORITY CODE

Blue outlined box on back cover

DATE NEEDED

PURCHASE ORDER #

BILL TO:

Name _____

Title _____

Name of School/Business _____

Address _____

City, State, Zip _____

SHIP TO: Check here if same as billing address

Name _____

Title _____

Name of School/Business _____

Address _____

City, State, Zip _____

School/Business Phone (____) _____ Extension _____

School/Business Fax (____) _____ Cell Phone (____) _____

E-mail Address _____

I opt in to receive e-mailed confirmation of my order and news and special offers from Anderson's (Please see our policy online at andersons.com)

Please use my e-mail address for confirmation of my order only.

Signature _____ Title _____

I have read the terms and hereby authorize shipment.

Best Time to Reach Me: _____

Best Number or Email to Reach Me At: _____

PURCHASE ORDERS MUST BE ACCOMPANIED BY CATALOG ORDER FORM. VISIT ANDERSONS.COM FOR MORE INFORMATION.

PLEASE CHARGE MY



Card Number _____ Expr Date _____ Signature _____

Address _____ City _____ State _____ Zip _____

Still have questions? Need an extra order form?

Visit andersons.com/customer-support for more information.