



# Order Form

P.O. NUMBER:

DATE:

BILL TO COMPANY:

SHIP TO COMPANY:

**Please check only one box below.**

We accept Visa, MasterCard, AMEX, and Discover

- Already established Terms
- Use credit card on file    LAST 4 DIGITS:
- Call "Bill to" for credit card information

*Please note: You are not eligible for FREE 24 Hour Rush Service*

QUOTE NUMBER:

PROMO CODE:

REQUESTED SHIP DATE:

IN HANDS DATE:

SHIPPING METHOD:

FREIGHT ACCOUNT NUMBER (IF APPLICABLE):

- Bill to recipient     Bill to third party

LINE	QTY	ITEM NO	ITEM COLOR / TRIM COLOR	WRITING INK COLOR	IMPRINT COLOR	FIRST LINE OF IMPRINT / IMPRINT LINE FOR REFERENCE	PRICE US Dollars
1							
2							
3							
4							
5							
6							

**US Silk screen:** Setup \$15 (G); **Laser engraving:** Logo setup \$45 (G), FREE straightline imprint. FREE 24 Hour Rush Service available on select styles. Standard production 5 business day. FOB MA    **CANADA Silk screen:** Setup \$16.80 (G); **Laser engraving:** Logo setup \$50.40 (G), FREE straightline imprint. FREE 24 Hour Rush Service available on select styles. Standard production 5 business day. FOB Fort Erie, ON

IMPRINT:

- Sending vector artwork     Typeset

REPEAT ORDER:

- No     Yes

REPEAT ORDER INFORMATION

PO:       SALES ORDER:       INVOICE:

IMPRINT INSTRUCTIONS:

PROOF:

- No     Yes

PROOF EMAIL ADDRESS:

ADDITIONAL INSTRUCTIONS:

EMAIL ORDERS AND ARTWORK TO HUB@HUBPEN.COM

**ADDRESS**  
1525 Washington Street  
Braintree, MA 02184

**ORDERS & ARTWORK**  
hub@hubpen.com

**PHONE** (781) 535-5500  
**CUSTOMER CARE** (800) 388-2323  
**FAX** (781) 535-5555

**WEBSITES**  
hubpen.com  
hubpen.ca