

# ORDER FORM

To order an item: Fill in the appropriate item number, description, size, color and quantity of the items you wish to order. Order total will be confirmed upon verification of order.

**BILL TO:**

Customer Number  
 Contact Name  
 Company Name  
 Address  
 Address Line 2  
 City State Zip  
 Phone Number  
 Email Address  
 Deadline for Product:

**SHIP TO:**

Contact Name  
 Company Name  
 Address  
 Address Line 2  
 City State Zip  
 Phone Number  
 Email Address  
 PO Number Promo Code

**SPECIAL REQUESTS**

**DELIVERY INSTRUCTIONS**

Item Number	Description	Color	Size (neck/sleeve if applicable)	Pricing		Logo Information			Monogram Information				Pants		Total
				Qty	Unit Price	Logo Number	Logo Color	Logo Location	Monogram Name	Monogram Location	Monogram Font	Monogram Color	Inseam	Cuff Yes/No	



- METHOD OF PAYMENT:**
- Credit Card** - We will call for your credit card information
  - On Account Billing** - If already approved for On Account, enter PO information or call us to obtain a Credit Application Form
  - Please utilize the following Certificate(s)

Charges below are for "Ship to" in USA. Shipping charges are based on weight. Default shipping is Standard. Final carrier may be either UPS or US Postal Service. If the US Postal Service does not deliver to your shipping address, please enter your PO Box in "Line 2".

Weight	2-day Air	Standard
.1 - 5 lbs.	\$14.95	\$9.95
5.1 - 10 lbs.	\$18.95	\$12.95
10.1 - 15 lbs.	\$21.95	\$15.95
15 lbs. or more, please call for quote.		

**\*Sales Tax Notes**  
**Group 1 States:** AL, AZ, CA, IA, ID, IL, LA, MA, MD, ME, OK, UT, VA, VT, WY.  
**Group 2 States:** AR, CO, CT, FL, GA, HI, IN, KS, KY, MI, MN, MO, MS, NC, ND, NE, NJ, NM, NV, NY, OH, PA, RI, SC, SD, TN, TX, WA, WI, WV.  
 Please add all applicable sales tax.

Total Price of Order	
Logo Setup Fee (if applicable)	
Per-item Embroidery Application Fee (if applicable)	
Production Fee (if applicable)	
*Delivery in Group 1 States, add applicable sales tax	
Shipping	
Group 1 States Total	
*Delivery in Group 2 States, add applicable sales tax	
Group 2 States Total	

International shipment available. Call 1-608-935-8172 or email [businessoutfitters@landsend.com](mailto:businessoutfitters@landsend.com) for details.