

HEALTH INFORMATION PROFESSIONALS

Vital Keys to Great Care

Please allow 10 - 15 business days for delivery.

	Phone 1-866-902-4462 (M-F 8:30 a.m. - 5:30 p.m. CST)	Fax 1-512-451-7657	Online www.hipweek.com	Mail Bells Select 8868 Research Blvd #108 Austin, TX 78758			
Item #	Description	Shirt Size	Item Color	Imprint Color	Quantity x	Price =	Total
Personalization should read as follows:					Order Total		
We cannot accept faxed art or low-resolution logos used on websites. Please provide black and white camera ready art or electronic files with a minimum resolution of 600 dpi. Art may be emailed to: art@imprintmall.com					See item description for personalization set-up costs. Fee does apply for each item. Set-Up _____ Items		
					Shipping & Handling		
					Residential shipments add a \$3.00 carrier surcharge.		
					Subtotal		
					Tax (TX residents add applicable sales tax)		
					TOTAL		

Bill To/Ship To:

Business/Facility Residence

Facility Name _____
 Name/Title _____
 Physical Address _____
 City/State/ZIP _____
 Phone () _____
 Fax () _____
 Purchase Order Number _____
 Please attach copy of purchase order!
 Tax Exemption Number _____
 Date Order Placed _____ Date Needed _____
 Allow 10-15 business days for delivery!
 MasterCard Visa AmEx Discover Exp. Date ____/____/____
 Acct. # _____
 Print Cardholder Name _____
 Signature _____
 Email (for confirmation, and receipt) _____

Orders under \$100 must be prepaid.

Continental U.S. Shipping, Insurance & Handling
 Residential shipments add a \$3.00 carrier surcharge.

Amount of Order	Charges
\$0-10	\$5.50
\$10.01 - 25.00	\$7.95
\$25.01 - 50.00	\$9.95
\$50.01 - 75.00	\$12.95
\$75.01 - 125.00	\$15.95

Orders greater than \$125:
 Shipping will be added to your invoice based on package weight and the destination ZIP code. This is typically equal to 12% of the order total. Additional charges apply when shipping outside the Continental U.S. and to APO/ FPO addresses.

FOB Factory
 Factory shipped items are subject to a 10% over- or underrun.

Delivery Time
 Normal delivery time is 10-15 business days. Rush service is available on limited products. Call for details.

Set-up Fees
 There is a set-up charge per item for custom imprinting. Please refer to the item description for cost.

Payment Terms
 Acceptable methods of payment: company check, money order, Visa, MasterCard, Discover or American Express. Net 30-day credit terms are available on orders over \$100 with valid purchase order and approved credit. All orders under \$100 must be prepaid by check, money order or credit card.

Make check or money order payable to Bells Select. No multiple checks.

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Important Notice:
 Credit card statements will reflect charges from Bells Select/Direct.

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