

Order Form

Fill in all applicable information. Please print or write legibly.
Make copies of this form as necessary.



WASHBURN UNIVERSITY
SCHOOL OF LAW

Purchased by:

Buyer's Name _____
Department Name _____
Street Address _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____

Ship to:

Note: Orders cannot be delivered to P.O. Boxes.

Buyer's Name _____
Department Name _____
Street Address _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____

E-Mail

@ _____

By providing us your e-mail address, you allow Sunflower Marketing to send you an order acknowledgement via e-mail when your order is received. You will also receive an order shipment confirmation the day your order ships. Your e-mail address will be kept confidential and will not be shared with anyone.

Purchase Order

Item#	Office Use Only	Product Name	Color	Size	Price Each From Catalog	Total Quantity	Total Price
(Example) 9 9 2 6 - 0 1 9		Business Card Holder	Silver		12.20	1	12.20

Ordering is Easy!

We have made ordering easy and convenient. Please choose from one of these ordering options:

1. Fax the completed order form to: **(785) 273-2945**
2. Call us toll-free, 8 AM – 5 PM Central Standard Time Monday – Friday:
Stephanie Hagmeier 1-800-337-1097 ext.359
3. Mail the completed order form to:
**Sunflower Marketing
Attn: Stephanie Hagmeier
Washburn Law
PO Box 5502
Topeka, KS 66605-0502**



ORDERING INFORMATION

Shipping and Handling: See chart.

Items Temporarily Out of Stock: These items will be shipped to you as they become available. You will be notified if an item is discontinued.

Garment Care: To protect your Washburn Law apparel, follow the label instructions on each item. We also suggest washing in cool water, mild detergent, inside out; keep dark colors separate the first few times. Line or flat dry for best results. Note: Cotton shrinks if washed in warm or hot water, or if machine dried.

Orders are processed in 10 days. Allow for UPS delivery. All claims for loss or non-delivery must be made within 15 days from invoice date. Other claims must be reported within 30 days of invoice date. Returns are not accepted without authorization. Some products may not be returnable; contact Sunflower Marketing for details.

Merchandise Total	
Shipping Charge from chart	
Sales Tax (include KS sales tax 7.45%; MS, NE, IA sales tax 7% (plus any applicable city & county sales tax))	
<input type="checkbox"/> Tax Exempt (Enclose valid Sales Tax Exemption Certificate with permit number.)	
Order Total	

SHIPPING CHART (Use for Prepaid Orders Only)

For all U.S. zip coded areas in the lower 48 states. Covers standard postage or UPS delivery charges.

ALASKA/HAWAII: Quote all standard "UPS Blue" rates.

merchandise total	shipping charge	merchandise total	shipping charge
\$.01 - \$10.00	\$6.55	\$200.01 - \$300.00	\$22.95
\$10.01 - \$20.00	\$6.85	\$300.01 - \$400.00	\$28.10
\$20.01 - \$30.00	\$7.00	\$400.01 - \$500.00	\$33.35
\$30.01 - \$40.00	\$7.65	\$500.01 - \$600.00	\$37.55
\$40.01 - \$50.00	\$9.10	\$600.01 - \$700.00	\$41.75
\$50.01 - \$75.00	\$10.80		
\$75.01 - \$100.00	\$12.60		
\$100.01 - \$150.00	\$14.90		
\$150.01 - \$200.00	\$18.30		

For each \$100.00 or fraction thereof above \$700.00, add \$6.00 to the \$41.75

Method of Payment (A signature is required for all credit card orders; please sign below.)*

Payment must accompany all prepaid orders. Sorry, no C.O.D.

Prepaid: Check or money order enclosed payable to Sunflower Marketing for total amount due.

Charge to my credit card: Visa MasterCard American Express Discover Card
Acct. # (all digits) _____ Exp. (month/year) _____



*Signature (as appears on card) _____

Cardholder's Name (please print) _____

Terms are given with prior approval and purchase order. Please call for details.