



Order Form

Once completed, this form should be printed and faxed to CMS at 503-542-8701.

School _____ Phone (office) _____
 Name _____ Fax _____
 Dept. _____ Email _____
 Advisor's Name _____ Advisor's phone _____

Today's Date _____ Date Item(s) Needed _____

Ship to (street address required): _____

Payment Information: PO#: _____

Mail / Fax / Email invoice to: Accounts Payable or _____

Credit Card Information: VISA Master Card AMEX Discover

Card Number _____ Exp. _____ Credit Card Billing Address including Zip Code _____

Cardholder (Please print name exactly as it appears on card) _____ Security Code _____
(VISA/MC/Discover: 3 digits on back signature panel; AMEX: 4 digits on front above card number)

Item Description: _____

 Item Color(s): _____

 Imprint Color(s): _____

 Quantity: _____

Special Instructions: (include where applicable:
 poster design and number, page number, location of imprint,
 sportswear size breakdown, lid color, etc.)

Text and/or Artwork will be sent via: Fax Email Overnight Delivery

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**Fax this form to Campus Marketing Specialists at 503-542-8701.
 Order must be confirmed by calling us at 1-800-795-4267.**