



ORDER FORM

Order No _____

Billing Information	Shipping Information (If Different than Billing Information)
Name : _____	Name : _____
Company : _____	Company : _____
Address 1 : _____	Address 1 : _____
Address 2 : _____	Address 2 : _____
City : _____	City : _____
Zip : _____	Zip : _____
Phone : _____	Phone : _____
Email : _____	Email : _____

Item#	Product (eg. Montblanc Starwalker Fountain Pen Medium Pt)	Qty	Price	Total(Price x Qty)
1				
2				
3				
4				
5				
6				
7				
8				
9				

Shipping & Handling Rates: FedEx Shipping (US Only)(Rates are higher for heavy items)					Sub Total
					Shipping/ Handling
Order Amount	Ground	Express(3 day)	2nd Day	Overnight(Std)	Engraving Fee(If Any)
\$1- \$50	\$5.99	\$12.00	\$15.00	\$26.50	
\$51 - \$100	\$6.75	\$14.00	\$16.00	\$28.50	
\$101-\$250	\$7.75	\$15.00	\$17.50	\$29.50	
\$251-\$500	\$8.75	\$16.00	\$18.50	\$32.50	
\$501 +	\$10.00	\$18.50	\$20.50	\$35.00	
For Hawaii, Puerto Rico & Alaska: Via FedEx : Fedex 2 nd day and Priority Overnight (cannot be shipped by FedEx Ground/Std Overnight. Add \$8 to Std for Priority Overnight) For USPS Priority Mail - \$10 flat. FedEx Canada GroundAdd \$9 to Ground Charges USPS (Express Mail 3-4 days) ---\$19.50 Flat					MD TAX 5% (If in State of MD)
International: Global Express Mail: \$39.50 Fedex International* : \$60.00 (*Estimated. Can be more or less according to FedEx Rate Schedule for Country Zone)					TOTAL

Gift Wrap [FREE] Engraving [Done from Mfg]

Additional Notes/Engraving Instructions/Others

Payment Information

MC Visa Amex Discover

Card# _____

Expiry Date ____ / ____ Card ID* _____

*For Disc/MC/VISA last 3 digits on back of your card. For AMEX 4 digits just above the card number in front of the card.

Personal Check Attached . Check No. _____

Signature : _____ Date: _____

To Place Order: **FAX** 1 (410)740 1089 • **MAIL:** Send to the below address with Check • **Email:** Call Us First Customer Service : 1 866 736 7287 • 1 410 740 1088 (Please use this for international order)

Pen Boutique Limited, 10300 Little Patuxent Parkway, Columbia, MD 21044 • www.pensboutique.com