



SUMMARY AWARD ORDER FORM

This sheet must be submitted along with individual worksheets
Please read the instructions for engraving and shipping on the reverse side.

SEND ORDERS TO: **The Stevie Awards**
10560 Main Street, #215
Fairfax, VA 22030 U.S.A.
Fax: +1 (703) 991-2397

Date: _____

STEVIE AWARD TROPHIES

_____ (quantity) @ \$500.00 each \$ _____

WALL PLAQUES

_____ (quantity) @ \$175.00 each \$ _____

CERTIFICATES

_____ (quantity) @ \$ 50.00 each \$ _____

AWARD PRESENTATION DVD

_____ (quantity) @ \$100.00 each \$ _____

MINI STEVIE AWARDS (available in orders of 25 or more)

_____ (quantity) @ \$ 85.00 each \$ _____

DISTINGUISHED HONOREE MEDALS

_____ (quantity) @ \$ 75.00 each \$ _____

STEVIE AWARD LAPEL PINS (available in orders of 25 or more)

_____ (quantity) @ \$ 25.00 each \$ _____

U.S. SHIPPING & HANDLING

Add \$30.00 for each Stevie Award, \$15.00 for each plaque, \$4.00 for each certificate,
\$5.00 for each DVD, \$15.00 for each Mini Stevie Award, \$7.50 for each medal,
and \$1.00 for each lapel pin \$ _____

OVERSEAS SHIPPING & HANDLING

Add \$100.00 for each Stevie Award, \$70.00 for each plaque, \$7.50 for each certificate,
\$7.00 for each DVD, \$20.00 for each Mini Stevie Award, \$20.00 for each medal,
and \$2.00 for each lapel pin \$ _____

OVERSEAS EXPEDITED COURIER DELIVERY:

Refer to the worksheet on reverse side to calculate fee \$ _____

SUBTOTAL \$ _____

Sales tax: 8.9% payable by NY residents and 5% payable by VA residents \$ _____

GRAND TOTAL \$ _____

Checks must accompany order. Payments from outside the U.S. must be made by International Money Order or by checks written on U.S. banks. All checks in U.S. dollars to be made payable to Stevie Awards, Inc. For credit card orders. (MC, Visa or Amex) please supply credit card number, expiration date, cardholder's name & billing address.

From: Organization _____

Att. Mr./Mrs./Ms. _____

Street Address _____

City, State & Zip _____

Phone () _____

Fax () _____

E-Mail _____

Organization that submitted nominations if different from above _____

TO PAY BY CREDIT CARD

Name on Credit Card: _____

Credit Card #: _____

Expiration Date: _____

Total Amount: _____

Billing Address: _____

BEFORE FILLING OUT THE FORMS FOR AWARDS PLEASE READ THE FOLLOWING SUGGESTIONS:

Up To Three Lines for Inscriptions: Line 1 (below “Presented to”) lists the name of a company or individual. The second line (below the word “for”) is for the name of the winning nomination OR the name of the category. A third line may be added.

Who Is Entitled to Awards? Either the company that entered the nomination and won the award OR that entry’s sponsor, as well as any person who was involved with the accomplishment the nomination described.

Additional Line can be used to acknowledge an individual contributor to the entry (i.e., CEO, VP, Salesperson, Assistant, etc.).

Right Spacing: In preparing the text for awards please look at the photos on the Merchandise page on the Awards’ web site, and you will see that the space is very limited. We assume you would like to have the name of the company printed as large as possible. However, if the name is too long, then smaller type has to be used to fit in the space, or else it must be split into two lines, which makes the setup even smaller. If, for example, the name is “Albert Production and Communication Centers, Inc.”, you will see immediately that this cannot go on one line, but must be broken up into two. But would not “Albert Production Center” be sufficient? Please keep this in mind and apply this principle as well to the spacing of the title of the nomination.

Authorization: If you or your company did not enter the winning entry into the Awards, you must supply a letter of authorization from the entering company in order to have your award order processed.

All Orders must be neatly written or typed on the *official forms*. You may download fill-in PDFs of the forms from the Merchandise page on the Awards’ web site. **We require up to 8 weeks to fulfill orders**, so we strongly recommend that you submit your order as soon as possible.

Overseas Delivery: Shipments overseas can take from 8–12 weeks to reach their final destination. If you prefer to receive your order via expedited courier service, please use the worksheet below to calculate the charges. (This service is only available for orders shipped outside the U.S.)

COURIER FEE SCHEDULE WORKSHEET

First Award on this order:		U.S. \$150.00
Each Additional Award:		
Stevie Awards or Plaques:	_____ x \$60.00 each = <small>(# of Awards or Plaques)</small>	\$ _____
Certificates	_____ x \$10.00 each = <small>(# of Certificates)</small>	\$ _____
Mini Stevie Awards	_____ x \$10.00 each = <small>(# of Awards)</small>	\$ _____
Distinguished Honoree Medals	_____ x \$10.00 each = <small>(# of Medals)</small>	\$ _____
Stevie Award Lapel Pins	_____ x \$3.00 each = <small>(# of Lapel Pins)</small>	\$ _____
TOTAL DUE:		\$ _____

Please note: South America and South Africa must add an additional 40% to the TOTAL DUE to cover charges.