



Institute for Local Government Logo Items - Order Form

Date: ___/___/___

Title	Item #	Qty.	Price	Total
ILG Recycled Coaster	1931		\$1.00	
ILG Business Card Holder	1933		\$12.00	
ILG Padfolio	1909		\$25.00	
ILG Clip	1908		\$1.00	
ILG Highlighter	1932		\$1.00	
ILG Recycled Pen	1907		\$1.00	
All orders are shipped UPS Ground unless otherwise requested. Shipping & handling are charged one time, up front, for the entire order. If an item is temporarily out of stock, it will be sent separately with no additional shipping charge. All sales are final. Rush Service Add 3%	Shipping/Handling Charges		Subtotal	
	<i>Order Amount</i>	<i>Add</i>		
	\$1 - \$9.99	\$3.00	Sales Tax 8.75%	
	\$10 - \$24.99	\$7.00	TOTAL	
	\$25 - \$74.99	\$9.00		
	\$75 - \$124.99	\$13.00		
	\$125 - \$199.99	\$16.00		
	\$200 - \$349.99	\$20.00		
	\$350 and up	\$8% of total		

Mailing Address:

Organization

Name

Title

Street Address (NO Post Office box please)

City, State, Zip Code

Telephone Number

Payment Method:

Cash

 *Check**
 *Visa**

 *MasterCard**

Account # _____

Exp. Date ____/____/____ Zip Code _____

Name of Card Holder _____

3 ro 4 digit security # _____

Signature _____



Checks should be payable to:
Institute for Local Government



Mail or fax completed order form to:
 Institute for Local Government
 Attn: Publications
 1400 K Street, Suite 205
 Sacramento, CA 95814
 916/658-8208 • 916/444-7535 Fax

--Prepayment Is Required For All Orders --

**Check or credit card information must accompany this order form. No purchase orders please.*

Thank You!

*All proceeds support the development of additional materials to serve local officials and others.
 The Institute is a 501(c)(3) nonprofit organization.*