



# 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	
ILG Top-View Pedometer	1692		\$10.00	
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. <b>Rush Service Add 3%</b>	<b>Shipping/Handling Charges</b>		<b>Subtotal</b>	
	<i>Order Amount</i>	<i>Add</i>		
	\$1 - \$9.99	\$3.00	<b>Sales Tax 8.75%</b>	
	\$10 - \$24.99	\$7.00	<b>TOTAL</b>	
\$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 \_\_\_\_\_

\_\_\_\_\_

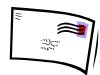
3 ro 4 digit security # \_\_\_\_\_

\_\_\_\_\_

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

**Please see more information on next page.**

**--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.*