



Retail Packaging & Promotions

1001 Entry Drive | Bensenville, IL 60106  
 Phone: 800.824.2247 | Fax: 630.766.2063 | info@actionbag.com

# Order Form

Date: \_\_\_\_\_

PO #: \_\_\_\_\_

Customer #: \_\_\_\_\_

**Ship To:**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country (if outside the US): \_\_\_\_\_

**Contact Information:**

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Bill To:** Same As Above

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country (if outside the US): \_\_\_\_\_

**Shipping:** All continental US orders are sent standard UPS or FedEx Ground FOB Bensenville, IL. Some items may be drop shipped to save cost and time. Non-Continental US and International orders are shipped specially. Customer is responsible for additional duties or fees. Please call for shipping charges.

**Personalized Products:** Additional fees may apply to any printed products. Many printed items have an additional printing plate fee or set up fee. Our hot stamp products have an additional plate fee as well as an additional impression fee. A Sales Representative will contact you regarding your art and any additional fees once they receive this order. For additional information visit [www.actionbag.com](http://www.actionbag.com) order details or call 800-824-2247.

Item #	Quantity	Color	Description	Personalization	Unit Price	Total Price
				Plain or Printed		
				Plain or Printed		
				Plain or Printed		
				Plain or Printed		
				Plain or Printed		
				Plain or Printed		
				Plain or Printed		
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				Plain or Printed		
				Plain or Printed		
				Plain or Printed		
				Plain or Printed		
				Plain or Printed		
Promo Code (if applicable):				<b>Total:</b>		

**Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Method of Payment:**

Visa 
 Mastercard 
 American Express 
 Check (COD) 
(Additional Fee May Apply)

Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Terms:** All orders with approved credit will be billed net 30 days. We accept Visa, Mastercard, American Express, UPS-COD and check with order. Sales tax applies to orders shipped to Illinois. A \$5 small order handling charge applies to orders under \$25 in total goods/services - shipping charges are additional.

Authorized By \_\_\_\_\_ Date \_\_\_\_\_