Pentel Imprint
Make the Write Impression.

SALES ORDER #
Please refer to this # on any inquiries

IMPRINT ORDER FORM

BILL TO: _____

SHIP TO: _____

ATTN: _____

Acct.# _____ Dist. PO# _____

Approx. Ship Date: _____ Ship Via: _____

SHIPPING ACCOUNT # _____ Cost Center: _____

Must be in customers' hand by: _____

SPECIAL ORDER: **WORKING DAYS** FOR PRODUCTION

☐ **30 DAYS** ☐ **60 DAYS** ☐ **90 DAYS**

SHIPPER COMMENTS:

IMPRINTED:

COPY:

PROOF SENT ON:

VIA:

APPROVED BY:

DATE:

☐ SET UP COST APPLIED UPON RECEIPT OF PRODUCTION ORDER

☐ WHSE: PLEASE RETURN OVERRUN(S) SHOWN IN THE BOX TO THE RIGHT TO CUSTOMER SERVICE FOR DISTRIBUTOR

ITEM DESCRIPTION (Name, Size, Ink Color, Barrel color	ITEM NUMBER	QUANTITY	UOM	PRICE
	SILKSCREEN		EA	
	ARTWORK		EA	
	TOTAL			$0.000

ADVERTISING COPY

IMPRINT INSTRUCTIONS

☐ IMPRINT IN _____

☐ REPRODUCE ENCLOSED ART

☐ REPEAT FROM ORDER # _____