



928 Tamiami Trail • Osprey, FL 34229
 Customer Service: 1.866.886.2537 • Fax: 1.888.876.6887
 Email: customercare@tervis.com

Retail Order Form

Please attach additional forms as needed. Supplied and personalized designs are non-refundable.

STEP 1: Billing Address (Must Match Credit Card Information)

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alt #: _____
 Email: _____

STEP 2: Shipping Address Same Residential Business

Company Name: _____
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alt #: _____

Custom Insert Sizing Chart

Size	Maximum Allowed Size
10oz Wavy	2.5" Wide x 3" Tall
Mug	3" Wide x 2.5" Tall
16oz	3" Wide x 3.5" Tall
24oz	3" Wide x 2.5" Tall
Water Bottle	3" Wide x 2.75" Tall

Printed items must be on card stock or photo paper and must not exceed the thickness of a nickel (0.2cm). No stickers, magnets, licensed items, laminates, transfers or Velcro® backed items. Please do not use paper clips to attach inserts/photos as it may damage the items. We recommend placing items in plastic zip bags and stapling them to the order form. All items subject to quality review.

STEP 3: Tumbler Order (Side 1)

Description Of Items To Be Inserted:

Size/Qty: 10oz Wavy <input type="checkbox"/> Qty: _____ (Check size & write in QTY) 16oz <input type="checkbox"/> Qty: _____ Mug <input type="checkbox"/> Qty: _____	Price: \$9.99 ea.	24oz <input type="checkbox"/> Qty: _____ Price: \$14.99 ea.	Water Bottle (w/gray lid) <input type="checkbox"/> Qty: _____ Price: \$22.99 ea.
--	-------------------	--	---

Tumbler Price	1st Side insert/ personalization add \$6.00 Per Item (STEP 3)	2nd Side insert/ personalization add \$4.00 Per Item (STEP 4) <small>Note: Water Bottle personalization will be below insert on the same side.</small>

STEP 4: Personalization If Applicable (Side 2) Please Note: Water Bottle can only be personalized on the front

Font Style: Choose font and check style you would like.

BLOCK (Check One)	<input type="checkbox"/> Upper & lower <input type="checkbox"/> All upper .5" <input type="checkbox"/> Initial (up to 3) 1.25"	<i>Script</i> (Check One)	<input type="checkbox"/> Upper & lower <input type="checkbox"/> All upper .5" <input type="checkbox"/> Initial (up to 3) 1.25"		<input type="checkbox"/> Circle Monogram 2" (Must be 3 letters). Not available on Water Bottles when inserting a photo or other item.
-----------------------------	--	------------------------------	--	---	--

Font Color: (Check one color)

<input type="checkbox"/> Black	<input type="checkbox"/> Chocolate	<input type="checkbox"/> Fuchsia	<input type="checkbox"/> Green	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Navy	<input type="checkbox"/> Orange
<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Purple	<input type="checkbox"/> Turquoise	<input type="checkbox"/> White	<input type="checkbox"/> Yellow	

Line 1
13 Characters Max or First Monogram Letter

Line 2
13 Characters Max or Middle Monogram Letter

Line 3*
13 Characters Max or Last Monogram Letter

Suggestions for a Monogram:
 Order of initials for an INDIVIDUAL: First, Last, Middle;
 Order of initials for a MARRIED COUPLE: Bride's First, Couple's Last, Groom's First.
 *Not available for 12oz or Water Bottle

Do you have a coupon code?
 Enter it here: _____

Subtotal \$	
Tax** \$	
Shipping \$	
Total \$	

STEP 5: Payment

If paying by Credit Card, Customer Care will contact you for payment when your order is ready. Please do no include any credit card information with your order.

**Add tax if shipping to: Alabama 6%, Arizona 9.6%, California 8.05%, Florida 7%, Georgia 7%, Louisiana 4%, Maryland 6%, Massachusetts 6.25%, Michigan 6%, Minnesota 7.375%, Missouri 7%, Nevada 7.24%, New York 8%, North Carolina 7%, Ohio 5.75%, Rhode Island 7%, South

GROUND SHIPPING COSTS	
Up to \$9.99	\$4.95
\$10 to \$24.99	\$6.95
\$25 to \$49.99	\$7.95
\$50 to \$74.99	\$8.95
Free Ground Shipping on orders of \$49 or more (Continental US Only)	