

ORDER FORM 2010

19 SHELTER COVE LANE, SUITE 302 • HILTON HEAD ISLAND, SC 29928-3520

Date: _____

Order hours: 10-4 pm EST • 800.845.9506 • 843.785.2452 • 866.490.4933 Fax • helen@hhperformancegroup.com • hhperformancegroup.com

Send Brochures	How did you hear about our Company?	Ground	Next Day	2nd Day	3-Day Select	Date Shipped
----------------	-------------------------------------	--------	----------	---------	--------------	--------------

SHIP TO ADDRESS:

Name _____
 Company _____
 Suite # _____
 Street _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____

 E-mail _____

Bill To: (if different)

Name _____
 Company _____
 P.O. Box _____
 Street _____
 City _____ State _____ Zip _____
 Phone _____
 Fax _____

Would you like to receive updates by email?

THE ORIGINAL \$40.00 (ONE COPY) IMPRINTING \$3.00 PER LINE	Gift Box	Enclosure Cards	Quantity	Price	Ext. Price
THE TOTAL EXECUTIVE® 2010 Black _____ Navy _____ Burgundy _____ Chocolate _____					
THE TOTAL SALESPERSON® 2010 Black _____ Navy _____ Burgundy _____ Chocolate _____					
THE TOTAL PERSON® 2010 Black _____ Navy _____ Burgundy _____ Chocolate _____					
THE PADFOLIO \$130.00	Gift Box	Enclosure Cards	Quantity	Price	Ext. Price
THE TOTAL EXECUTIVE® _____ THE TOTAL SALESPERSON® _____ THE TOTAL PERSON® _____ BLACK _____ BROWN _____ GOLD PLATE: \$5.00					
THE ZIPPER PADFOLIO \$130.00	Gift Box	Enclosure Cards	Quantity	Price	Ext. Price
THE TOTAL EXECUTIVE® _____ THE TOTAL SALESPERSON® _____ THE TOTAL PERSON® _____ BLACK _____ BRITISH TAN _____ GOLD PLATE: \$5.00					

Name on Card _____
 American Express, Visa, MasterCard
 # _____
 Code _____ Billing Zip Code: _____ Exp. _____

Sub-Total _____
 S.C. Add 6% tax _____
 Shipping/Handling _____
 TOTAL ORDER (U.S. Funds) _____

PRICE LIST 2010

THE ORIGINAL

Available in THE TOTAL EXECUTIVE®, THE TOTAL SALESPERSON® and THE TOTAL PERSON®.

A leather-like cover. Spiral bound/receipt envelope. 8 1/2" x 11".
 1-2\$40.00
 3-2038.00
 21-10034.00
 101-50032.00
 Colors: Black, Burgundy, Navy and Chocolate

Imprinting:
 1 Line\$3.00
 2 Lines6.00
 3 Lines9.00
 2 or 3 Initials2.00
 Prices above for 1st copy.
 .50 per book running charge for additional copies.

PERSONALIZATION

Email or include with your order a typewritten, proofread list of names. We will use capital and lower case letters where appropriate. Gold foil is used. Company not responsible for faxed copies of personalization.

THE PADFOLIO AND ZIPPER PADFOLIO

Leather padfolio includes a lined pad, an angled file-pocket and two business card pockets. 8.5" x 11" Colors: Black and Brown.
 1-12\$130.00
 Imprinting: 1 line gold plate\$5.00

Available in THE TOTAL EXECUTIVE®, THE TOTAL SALESPERSON® and THE TOTAL PERSON®.

Leather zipper padfolio includes a lined pad, an angled file-pocket and two business card pockets. 8.5" x 11" Colors: Black and British Tan.
 1-12\$130.00
 Imprinting: 1 line gold plate\$5.00

Available in THE TOTAL EXECUTIVE®, THE TOTAL SALESPERSON® and THE TOTAL PERSON®.

ADDRESS BOOK

A separate address book called "My Yellow Pages" is available at an additional cost. Size: 5 1/2" x 8 1/2".\$14.00

REFILLS

Available in THE TOTAL EXECUTIVE®, THE TOTAL SALESPERSON® and THE TOTAL PERSON®.
 1-2\$38.00
 3-2036.00

COMMENTS

1. Prepayment is required on all orders. A signed purchase order is necessary to bill your company (based on credit approval).
2. If you are not completely satisfied with your planner, you may return it for a full refund within 10 days. (Personalized copies are non-returnable.)

CUSTOM STAMPING

NEW DIES / 1" x 3"
 \$40.00 / Die Charge Plus \$.75 per imprint charge

NEW DIES / LARGER THAN 1" X 3"
 \$200.00 (2" x 2" Die) for 500 or less
 Call for quote on larger dies.

DIES ON FILE / 1" x 3"
 \$35.00 setup plus \$.75 per imprint charge

DIES ON FILE / LARGER THAN 1" X 3"
 \$160.00 (500 or less)

Customer can supply artwork by e-mail in Adobe Acrobat PDF. Black and white artwork for each color, separated, no screens at 100%. Additional art time per hour: \$45.00.

Position of logo/company name is determined by Hilton Head Island Performance Group, unless specified otherwise.

LEAD TIME

Die/custom stamping: 3-4 weeks
 No custom stamping: 1-2 weeks
 Custom orders placed after 12/15/09 are not guaranteed before 1/5/2010.
 Rush jobs: Customer pays additional charges.

GIFT PACKAGING

Gift Box \$3.00
 Enclosure Cards \$.20

SHIPPING - ALL COPIES

RESIDENTIAL (48 States)		COMMERCIAL (48 States)	
1 \$7.00	6 9.50	1 \$6.50	6 9.00
2 7.50	7 10.00	2 7.00	7 9.50
3 8.00	8 10.50	3 7.50	8 10.00
4 8.50	9 11.00	4 8.00	9 10.50
5 9.00	10 . . . 11.50	5 8.50	10 . . . 11.00

Call for UPS shipping charges over 10 copies.

"Rush orders" will incur additional shipping charges.

Next Day, 2nd Day and 3-Day Select available for additional fee.

No P.O. Boxes.

Ground UPS available to Hawaii.

CANADA / INTERNATIONAL

Call or fax for shipping charges. May also incur duty.

helen@hhiperformancegroup.com • hhiperformancegroup.com

800.845.9506 • 843.785.2452 • Fax 866.490.4933