

# ORDER FORM 2009

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
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**SHIP TO ADDRESS:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Suite # \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

Would you like to receive updates by email?

**Bill To: (if different)**

Name \_\_\_\_\_

Company \_\_\_\_\_

P.O. Box \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

THE ORIGINAL \$38.00 (ONE COPY) IMPRINTING \$3.00 PER LINE	Gift Box	Enclosure Cards	Quantity	Price	Ext. Price
THE TOTAL EXECUTIVE® 2009 Black _____ Navy _____ Burgundy _____ Chocolate _____					
THE TOTAL SALESPERSON® 2009 Black _____ Navy _____ Burgundy _____ Chocolate _____					
THE TOTAL PERSON® 2009 Black _____ Navy _____ Burgundy _____ Chocolate _____					
THE TOTAL STUDENT-ATHLETE™ 2008-2009 <b>\$15.00</b> Black design, Wire-O bound 8" x 10"					

THE PADFOLIO AND ZIPPER PADFOLIO \$125.00	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 2009

## THE ORIGINAL

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

A leather-like cover. Spiral bound/receipts envelope. 8 1/2" x 11".  
 1-2 .....\$38.00  
 3-20 .....36.00  
 21-100 .....32.00  
 101-500 .....30.00  
 Colors: Black, Burgundy, Navy and Chocolate

Imprinting:  
 1 Line .....\$3.00  
 2 Lines .....6.00  
 3 Lines .....9.00  
 2 or 3 Initials .....2.00  
 Prices above for 1st copy.  
 .50 per book running charge for additional copies.

## THE TOTAL STUDENT-ATHLETE™

Black design. Wire-O bound 8" x 10"  
 1 - 10 .....\$15.00  
 11 - 50 .....\$14.00  
 51 or more .....please inquire

## 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

Available in THE TOTAL EXECUTIVE®, THE TOTAL SALESPERSON® and THE TOTAL PERSON®.  
 Leather padfolio includes a lined pad, an angled file-pocket and two business card pockets. 8.5" x 11"  
 1-12 .....\$125.00  
 Colors: Black and British Tan.  
 Imprinting: 1 line gold plate .....\$5.00

## 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 .....\$37.00  
 3-20 .....35.00

## 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 \$.50 per imprint charge

**NEW DIES / LARGER THAN 1" X 3"**  
 \$195.00 (2" x 2" Die) for 500 or less  
 Call for quote on larger dies.

**DIES ON FILE / 1" x 3"**  
 \$30.00 setup plus \$.50 per imprint charge

**DIES ON FILE / LARGER THAN 1" X 3"**  
 \$150.00 (500 or less)

Customer can supply artwork by e-mail in Adobe Acrobat PDF. Black and white artwork for each color, separated, no screens, needs to be 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 12/15/08 are not guaranteed before 1/5/2009.  
 Rush jobs: Customer pays additional charges.

## GIFT PACKAGING

Gift Box - \$3.00 each  
 Enclosure Cards \$.20

## SHIPPING - ALL COPIES

RESIDENTIAL (48 States)		COMMERCIAL (48 States)	
1 .....\$6.50	6 .....9.00	1 .....\$6.00	6 .....8.50
2 .....7.00	7 .....9.50	2 .....6.50	7 .....9.00
3 .....7.50	8 .....10.00	3 .....7.00	8 .....9.50
4 .....8.00	9 .....10.50	4 .....7.50	9 .....10.00
5 .....8.50	10 .....11.00	5 .....8.00	10 .....10.50

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

## CANADA / INTERNATIONAL

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

helen@hhiperformancegroup.com • hhiperformancegroup.com  
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