



AHIMA Order Form for:

## Health Information Privacy and Security Week

You may use this form to place an order for any AHIMA Health Information Privacy and Security Week sold through Bells Select. For additional order forms for other AHIMA products, please visit [www.imprintmall.com/ahima](http://www.imprintmall.com/ahima)

**Fax**

(512) 451-7657

**Mail**

Bells Select, Attn: AHIMA  
109 Denson Dr.  
Austin, TX 78752-4148


**Online**

[www.imprintmall.com/ahima](http://www.imprintmall.com/ahima)

**Phone toll-free**

(866) 90-AHIMA  
(866) 902-4462

BELLS Select

Item #	Description	Shirt Size	Personalized Item Color	Personalized Imprint Color	Quantity	x	Price	=	Total
<b>Personalization</b> should read as follows:								Order Total	
 <b>We cannot accept faxed art or low-resolution logos used on web sites.</b> Please provide black and white camera-ready art or electronic files with a minimum resolution of 600 dpi. Art may be e-mailed to <a href="mailto:art@imprintmall.com">art@imprintmall.com</a>								Set-up ____ Items	
								Shipping and Handling	
								\$3 carrier surcharge if shipping to a residence	
								Subtotal	
								Tax (TX residents add applicable sales tax)	
								<b>TOTAL</b>	

**Bill To/Ship To:**

Business/Facility  Residence

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

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

Title: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (      ) \_\_\_\_\_

Fax: (      ) \_\_\_\_\_

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

Purchase Order Number: \_\_\_\_\_

**Ⓢ Please attach copy of purchase order!**

Tax Exemption Number: \_\_\_\_\_

Date Order Placed: \_\_\_\_\_ Date Needed: \_\_\_\_\_

**Ⓢ Allow two to three weeks for delivery!**

MasterCard  Visa  AmEx  Discover

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_

Acct. #: \_\_\_\_\_

Print Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Continental US Shipping, Insurance and Handling**

**Note:** Residential shipments add a \$3 carrier surcharge.

Amt. of Order	Charges
\$0-10	\$4.95
\$10.01-25	\$7.50
\$25.01-50	\$9.95
\$50.01-75	\$12.95
\$75.01-150	\$15.95

**Orders greater than \$150:**

Shipping will be added to your invoice based on package weight and the destination ZIP code. This is typically equal to 12 percent of the order total. Additional charges apply when shipping to outside the Continental US and to APO/FPO addresses. Call for details.

**Make check or money order payable to Bells Select.**  
No multiple checks.

**FOB Factory**

Factory-shipped items are subject to a 10 percent over or underrun.

**Production Time**

Normal production time is two to three weeks. Rush service available on limited products. Call for details.

**Set-up Fees**

There is a set-up charge per item for custom imprinting. Please refer to item description for cost.

**Payment Terms**

Acceptable methods of payment: company check, money order, Visa, MasterCard, Discover, or American Express. Net 30-day credit terms are available on orders more than \$100 with valid purchase order and approved credit.

All orders under \$100 must be prepaid by check, money order, or credit card.

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**! IMPORTANT NOTICE: Credit card and invoice statements will reflect charges from Bells Select/Direct!**