

Marine Corps Association, P.O. Box 1775, 715 Broadway Street, Quantico, VA 22134
 Phone: 703-640-6161 or 888-237-7683 • AUTOVON: 278-2854 • FAX: 703-630-1446
 E-MAIL: custom@mca-marines.org
 WEBSITE: www.mca-marines.org

**MARINE CORPS
 BIRTHDAY BALL
 SUPPLIES
 ORDER FORM -
 PAGE 1 of 2**

Date: _____ Phone: _____
(Required) (Autovon or Commercial)

Ordered by: _____
(Name and Rank of individual placing order)

Ship to: _____
(Required) (Unit name, Organization, or Individual)

Street Address _____ Bldg # _____

Address _____

City _____ State _____ Zip _____

Fax _____ E-mail _____

SHADED AREAS FOR MCA USE ONLY

Date Rec'd
Order No.

Date of Event _____

QUANTITY Ordered	SPECIALIZED BIRTHDAY BALL ITEMS	UNIT PRICE	TOTAL
	Miniature Flag Set (100830)		
	Miniature Flag Set w/3rd flag (please specify _____) (100600)		
	Clear Shot Glass (101214)		
	Paper Cake Plates (100133) Package of 25		
	Beverage Stirrers (100141) Package of 25		
	Balloons - Red (100134)		
	Balloons - Yellow (100140)		
	Balloons - Metallic Gold (100148)		
	Invitations (100132)		
	Placecards (101237)		
	Crepe Streamers - Red (100121)		
	Crepe Streamers - Yellow (100123)		
	Crepe Streamers - White (100124)		
	Crepe Streamers - Blue (100168)		
	Plastic Coasters (101225)		
	Tablecloths - 54" x 108" - Red (100142)		
	Tablecloths - 54" x 108" - White (100143)		
	Tablecloths - 54" x 108" - Blue (100169)		
	Dinner Napkins (100125) Package of 250		
	Beverage Napkins (100110) Package of 250		
	Plastic Beverage Glasses - 10 oz. (100137) Package of 25		
	Stadium Cups - 22 oz. (100152)		
	Placemats (Non-personalized) (100149) Package of 100		
	Personalization of Placemats		

See reverse side for additional products, including glassware.

In space below, please print or type exact wording of personalization.

- Placemats
 Glassware
 Both

METHOD OF PAYMENT

WE CANNOT PROCESS YOUR ORDER WITHOUT THE MINIMUM REQUIRED PAYMENT OF 50%.

- Payment in Full 50% Deposit
 Credit Card Check/Money Order (U.S. Funds ONLY)

Credit Card Information *Required (If full payment is not provided)

- VISA Discover MasterCard American Express

TAX EXEMPT #: _____

CARD #: _____

VERIFICATION #: _____ EXPIRATION DATE: _____

SIGNATURE: _____

DAYTIME PHONE: _____

E-mail: _____

Are you a Marine Corps Association member? Yes No
 If no, would you like to become a member? Yes, Sign me up and bill me. No
 Would you like MCA news and offers by e-mail? Yes No

IF PAYING 50% BY CHECK OR MONEY ORDER, YOU MUST PROVIDE A CREDIT CARD NUMBER TO SECURE THE ADDITIONAL BALANCE DUE ON ALL ORDERS. THE CARD WILL NOT BE CHARGED UNLESS PAYMENT FOR THE REMAINING AMOUNT IS NOT RECEIVED BY 15 NOVEMBER 2009.

Orders will NOT be processed unless credit card information is supplied

SUBTOTAL	
TOTAL page 1	
TOTAL page 2	
TOTAL	

**Minimum shipping on any order is \$4.99*

Shipping *(see chart below)	
NC 6.75%	
VA 5% tax	
TOTAL ORDER	
AMOUNT ENCLOSED	
BALANCE DUE	

Date of Event _____

SHIPPING & HANDLING

ORDER TOTAL	GROUND SHIPPING CHARGE	2 ND DAY EXPRESS SERVICE
Under \$10.00	\$4.99	\$14.99
\$10.01 - \$20.00	\$5.99	\$15.99
\$20.01 - \$30.00	\$7.99	\$17.99
\$30.01 - \$40.00	\$8.99	\$18.99
\$40.01 - \$60.00	\$11.99	\$21.99
\$60.01 - \$80.00	\$13.99	\$23.99
\$80.01 - \$100.00	\$15.99	\$25.99
\$100.01 - \$150.00	\$16.99	\$26.99
\$150.01 - \$200.00	\$19.99	\$29.99
\$200.01 - \$250.00	\$22.99	\$32.99
\$250.01 and over - see Ordering Information on back		

If order is FAXED, PLEASE DO NOT MAIL COPY. This action will avoid duplicate shipments.

Once this side is completed, copy "TOTAL (page 2)" to front and complete the form, before placing order.

QUANTITY Ordered	SPECIALIZED BIRTHDAY BALL ITEMS	DATED		UNIT PRICE	TOTAL
		Yes	No		
	Sports Stein Etched Design (100128)				
	Sports Stein Black Design (100127)				
	Sports Stein Xflags Design (100130)				
	Short Pilsner Gold Design (100211)				
	Short Pilsner Black Design (100209)				
	Short Pilsner Xflags Design (100212)				
	Highball Etched Design (100206)				
	Highball Black Design (100205)				
	Highball Xflags Design (100208)				
	Brandy - 12 oz. Etched Design (100197)				
	Brandy - 12 oz. Black Design (100196)				
	Brandy - 12 oz. Xflags Design (100199)				
	Carafe - 1/2 Liter Gold Design (100203)				
	Carafe - 1/2 Liter Black Design (100201)				
	Carafe - 1/2 Liter Xflags Design (100204)				
	Rocks Etched Design (100117)				
	Rocks Gold Design (100118)				
	Rocks Black Design (100116)				
	Rocks Xflags Design (100119)				
	Zombie Black Design (100213)				
	Shams - 12 oz. (100184) Set of 4				
	Personalization of Glasses <i>(include text or artwork on a separate sheet)</i>				

Space below provided for additional items not on the chart.

SUBTOTAL	
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QUANTITY Ordered	ITEM NUMBER & DESCRIPTION	UNIT PRICE	TOTAL

Please copy "TOTAL (page 2)" to the front and complete the form, before placing order.

SUBTOTAL	
TOTAL (page 2)	

PLEASE NOTE OUR PAYMENT PROCEDURES:

A minimum of 50% of your total is due upon placing your order. The remainder of your balance is due no later than 15 November 2009. Credit card information is required at the time the order is placed if full payment is not provided. The card will not be charged unless payment for the remaining amount is not received by 15 November 2009.

** Please note that orders will NOT be processed unless credit card information is supplied on any order not paid in full at time of ordering. We are unable to accept government or school purchase orders without payment. **

An order form is enclosed for your convenience to order your Birthday Ball supplies. Unit name, organization, point of contact and phone number are required, (if available, fax number, e-mail address, and event date are helpful). If you need to add to your original order, please note on your form that you are placing an additional order rather than a new order.

RETURN OF UNUSED MERCHANDISE FOR CREDIT CANNOT BE ACCEPTED.

Prices shown do not include shipping. See order form for shipping charges. Minimum shipping on any order is \$4.99. Orders from VA and NC must pay appropriate sales tax.

If you are tax exempt, please provide your tax exempt number on your order form. Also, include a copy of your tax exempt certificate along with your order.

For large orders, cartons will be numbered 1/3, 2/3, 3/3, etc. If personalized items are part of your order, the bulk of the order will be shipped in advance of the personalized items. Please check your order immediately upon receipt for accuracy AND to allow time for corrections or additions. Notify us of any discrepancies within 7 days.

ORDERING DEADLINES for delivery prior to November:

OVERSEAS & FPO/APO: 15 August STATESIDE: 15 September
Orders received after 1 October will incur a \$35 rush fee on personalized glassware needed before 15 November.

TO ENSURE PROMPT DELIVERY, PLEASE SUBMIT YOUR ORDER AS EARLY AS POSSIBLE TO:

Marine Corps Association • P.O. Box 1775, 715 Broadway St. • Quantico, VA 22134
 FAX (703) 630-1446 (for credit card orders only)

ADDITIONAL SHIPPING INSTRUCTIONS

Standard Delivery

Delivery (in Continental USA) of in-stock items normally takes seven to ten business days. Please provide your daytime phone number to facilitate delivery. Shipping and handling charges for the Continental USA are listed on the order form. Shipments to APOs and FPOs are via USPS. Orders over \$250.01, add 10% to order total for shipping for regular ground service. Add 15% for 2nd day express service.

Rush Delivery

For express shipments, follow the chart for each delivery address for in-stock orders. Your order is guaranteed to arrive on the second business day after it leaves our distribution

center. Next day air shipping is available by adding an additional \$5.00 to the 2nd day express service prices above for each delivery address. We regret that we cannot express ship to post office boxes, please provide street address. Heavy, large orders may incur additional shipping charges. Please call us at 888-237-7683 for details.

Delivery Outside Continental USA

For delivery to addresses outside the Continental United States (including AK and HI), please add \$10.00 to the shipping. Duties and taxes are the sole responsibility of the recipient. Shipments to APOs and FPOs are via USPS, please refer to Shipping & Handling chart.