

Princess Potpourri™

A Division of Duran Events, LLC



A bit of this and that for every girl's pageantry... because... Some days you just feel like a princess.

22 Jan 07

Line	Item No.	Item Description	Quantity	Weight	Item Color	Item Size	Cost Each	Item Quantity	Item Cost Subtotal
1								x	=
2								x	=
3								x	=
4								x	=
5								x	=
6								x	=
7								x	=
8								x	=
9								x	=
10								x	=

Shipping & Handling Options Chart

Total Weight:

Grand subtotal:

Standard: USPS Priority
 Total Weight Shipping Amount
 0-1.99 lbs \$6
 2-3.99 lbs \$8
 4 lbs. & over \$10
 Orders over \$80..... FREE

2nd Day Shipping
 USPS Priority Mail ships to most destinations within in two days. For additional shipping information, please call.

Overnight Shipping
 Total Weight Shipping Amount
 0-1.99 lbs..... \$20
 2-3.99 lbs..... \$26
 4-7 lbs..... \$30
 over..... call

6.875% NM Sales Tax:

Shipping from chart:

Total:

Need help ordering or with this form?
 You can also order over the phone!
 Call 505-897-COED (2633)
 Mon-Sat. 9 a.m. to 5 p.m.

This order form is for material in our catalogs or on our web site at:

<http://shop.nmcoed.com>

Mail form & Payment or fax to 505-899-5875:
Duran Events, Princess Potpourri
 6201 Acacia St NW
 Albuquerque, NM 87120

PAYMENT

MAKE CHECKS PAYABLE TO: DURAN EVENTS

Visa MasterCard Discover American Express Check* Money Order*

Name on Credit Card: _____

Credit Card Number: _____

Expiration Date: Month: _____ Year: _____ Security Code*: _____

Billing Address*: _____ State: _____ Zip Code: _____

* Security Code is the 3-digit number on the back, right-most part of your card. Amex cards have four digit numbers on the front. Checks and Money Orders require 10 days before processing to verify funds. Billing address is where your credit card statement is mailed. Please do not mail cash. See web site or catalog for return policy.

ORDER FORM CHECK LIST

- Write down item number, description, and listed price for each item. Write down size and color options, if any.
- Write down the weight of the total items on each line.
- Write down the quantity of each item you would like. Calculate the item subtotal for each line.
- Calculate the grand subtotal (add all item subtotals).
- If you're in New Mexico, multiply the subtotal by 0.06875 to calculate the tax. Calculate shipping. Calculate the total.
- If you're using a credit card, fill out all the information.
- Fill out Shipping Address and billing address if different.
- Fax form to 505-899-5875 or mail form and payment to the address above. Do not mail cash. You can also order over the phone if paying by credit card at (505)-897-2633.

PLEASE SHIP ITEMS TO THIS ADDRESS:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (day): _____ Phone (evening): _____

Email: _____

BILLING ADDRESS (if different from shipping address):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (day): _____ Phone (evening): _____

Email: _____

See next page or reverse side for instructions.



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ORDER FORM INSTRUCTIONS

In case you need help filling out the order form, read the information below. If you have a special situation or things are not clear, please call us at 505-897-2633 or email Michele at shop@nmcoed.com and we'll help you with this form.

1. Decide upon the items you want by looking at one of our catalogs or visiting our online shopping area at <http://nmcoed.com>.
2. Use a separate line for each type of item.
 - Write down the item number.
 - Write down the name or description of the item to make sure we understand what you want to order.
 - Write down the weight of all the items of that type you are ordering. Weight is used later to figure out how much postage is required to mail your items. If you're ordering more than one item of that type, write the weight of all the items combined. For instance, if you're ordering two items that each weigh 0.2 lbs., then write down 0.4 lbs.
 - If your item has a particular size or color option, write down that information.
 - Write down the cost of the item and the quantity you want to purchase. Multiply these two to calculate the item cost subtotal. Write down the subtotal for that item line.
3. Once you're done with all the items you want to purchase, add all the item cost subtotals to calculate the grand subtotal.
4. If you are in New Mexico, use a calculator to multiply the grand subtotal by 0.06875 to determine the NM sales tax. Write it down. If you're shipping outside of New Mexico, write down zero.
5. Next, add up all the "Quantity Weight" items to get the Total Weight. This is used to calculate shipping cost which is entered just below sales tax.
 - If you choose to use standard USPS Priority shipping, then shipping is free if your order is over \$80. If your order is under \$80, look up the cost of shipping in the chart. Enter that cost below the sales tax. Priority mail usually arrives in two days in the continental U.S.
 - If you choose to use overnight shipping, use the chart to calculate cost of shipping. Enter that cost below the sales tax.
6. Add the grand subtotal, sales tax, and shipping to calculate the total cost.
7. How are you going to pay?
 - Checks and money orders should be made payable to "Duran Events." We must wait for these to clear before we ship, so this will add up to 10 days to your order time.
 - Credit cards shown on the form may be used. Please write clearly and check your information. The "Security Code" is usually a 3-digit number on the right most back side of your card. American express cards usually have a 4-digit number on the front. We must have your billing address for that credit card including street address and zip code.
6. Fill out shipping address. This is required. If your billing address is different, enter that address, otherwise leave it blank. If you have an email, please list it so we can more easily send you status of your order.
7. You can place your order one of four ways:
 - A. Mail the form and payment to the address listed on the form. Please do not send cash.
 - B. If you are using a credit card, you may also fax your completed form to 505-899-5875. We'll get it right away!
 - C. If you prefer, you can call to place your order over the phone. We are not always available to take your call, so leave a phone number where we can call back!
 - D. You may send your order to us in email. Don't worry about the form; just email the item numbers, descriptions, quantities, and your phone number. We'll enter information on the form, let you know the costs, and call back to get your credit card and other information that we need!