



# JACOR MARKETING PROM ORDER FORM

Phone: 1-866-475-2267  
 Fax: 1-866-873-3880  
 Email: [proms@jacormarketing.com](mailto:proms@jacormarketing.com)

Order Date: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

	Page #	Product Code	Quantity	Imprint Colour	Price
				<b>\$59 SETUP CHARGE</b>	
Gift					
Invitation					
					<b>\$49 SETUP CHARGE</b>
Gift Bags		COLOUR			
Royalty	<b>Y / N</b>	PLEASE CIRCLE YES OR NO IF YOU WANT SASHES & CROWN/TIARA			

**TO ORDER CENTERPIECES, PHOTOGRAPHY, PHOTO BOOTH OR DJ SERVICES  
 PLEASE FILL IN INFORMATION UNDER EXTRAS SECTION OR CALL US DIRECTLY  
 1-866-475-2267**

<b>School Name</b>	
Complete School Address	
Postal/Zip Code	
School Phone & Fax	
Teacher Advisor	
Teacher Email	
Student Chair	
Student Email	
Prom Date	
Prom Location	
<b>THIS SECTION MUST BE COMPLETED IN FULL</b>	

EXTRAS	
Product Code	Quantity

\_\_\_\_\_  
 Teacher Advisor Signature

\_\_\_\_\_  
 Teacher Advisor Name (Please Print)

Deposit Amount: \_\_\_\_\_ Due By: \_\_\_\_\_

Deposits are non-refundable, Balance due on delivery. A signed order form is considered a firm order. If cancelled a fee of 70% of the full amount will be forwarded for payment.

Notes: \_\_\_\_\_

\_\_\_\_\_

## FULL TERMS AND CONDITIONS OF SALE

### NOT INCLUDED:

There is a \$49 set up charge for printing Invitations. Should you wish to print on the reverse side of the invitations a fee of \$50 will apply. As there is 1 free invitation given for each gift or set ordered, extra invitations will be invoiced at \$0.20 each including envelopes.

**Numbering of invitations** is available for a at \$50 fee.

There is also a set up charge of \$59 to print your prom gifts (if a set is chosen then 2 set up charges will apply). If there is NO imprint on the gift NO set up charge will apply.

**ALL APPLICABLE TAXES & SHIPPING ARE EXTRA.**

### EXACT QUANTITIES & ORDER ADJUSTMENTS:

After placing your initial order we will allow an adjustment of up to 10% of the initial order no later than 45 days prior to the scheduled delivery date unless your order has been printed.

### DEPOSIT & PAYMENT:

A deposit of \$500 is due no later than 14 days after order date or the order will be automatically cancelled. If you require an invoice for deposit please advise us at time of placing the order. Balance MUST be either PREPAID or COD, there are no exceptions.

### DISCREPANCIES:

Any discrepancies in goods shipped MUST be reported within 24 hours of delivery, such as shortage, overage, breakage etc. Anytime after this 24 hour period we will not assume any responsibility.

### PLEASE CHECK YOUR ORDER OVER UPON RECEIPT TO AVOID ANY DISCREPANCIES.

If orders are being shipped to banquet halls we will assume NO responsibility for any discrepancies whatsoever. We strongly advise that a teacher advisor is present if delivery takes place at your banquet facility. For any banquet hall deliveries the teacher advisor must sign the Jacor Waiver form prior to delivery to the facility. For school deliveries a receiver name must be provided to Jacor to provide to the courier. If delivery name is not provided Jacor will provide the school with the name of the person who signed for the goods at time of delivery.

### FREE PACKAGE:

Guaranteed on all orders placed by December 31st, after which it is subject to availability. The free package is included with all prom orders of \$5.99 or greater, if a set is ordered at least one of the items MUST have a greater price of \$5.99.

The FREE package includes:

- FREE INVITATIONS (1 per gift or set ordered) see above for extra invitation charges
- FREE ORGANZA GIFT BAG (1 per gift or set ordered)
- FREE ROYALTY PACKAGE (King/Queen sashes and crown and tiara)

**ALTHOUGH RECIPIENT OF THE FREE PACKAGE IS INCLUDED YOUR ORDER FORM MUST BE FILLED OUT COMPLETELY. ANY UNMARKERED AREAS ON IN THE ORDER FORM WILL NOT BE FILLED.**

**ALL APPLICABLE TAXES & SHIPPING ARE EXTRA.**

Dated: \_\_\_\_\_ Jacor: \_\_\_\_\_

School: \_\_\_\_\_

Teacher Advisor: \_\_\_\_\_ Signature \_\_\_\_\_

Please send this order form by fax or email to Jacor at 1-866-873-3880 or [proms@jacormarketing.com](mailto:proms@jacormarketing.com). You will be contacted by a customer service representative within 24 hours to confirm your order.