

**KENNY PRODUCTS INC.**

22889 Lockness Ave.  
Torrance, CA 90501  
Tel: 1-800-331-5818  
FAX: 310-217-1048  
E-mail: sales@kennyproducts.com

**Two ways to use this form:**

1. Print this form out, complete the form, then fax to **310-217-1048**.
2. Fill this form using Adobe Reader, rename & save the completed form, then attach in an e-mail to **sales@kennyproducts.com**

# Order Form

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

PO Number: \_\_\_\_\_

Bill To: \_\_\_\_\_

Ship To: \_\_\_\_\_

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

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

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

Date Needed	Ship Via	Ordered By	Terms

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL

For Custom Lanyards only:

Attachment: \_\_\_\_\_

Lanyard Color: \_\_\_\_\_

Imprint Color: \_\_\_\_\_

2<sup>nd</sup> Color (optional) \_\_\_\_\_

Breakaway (optional): \_\_\_\_\_

Artwork: \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_

SALES TAX – CA only (9.00%): \_\_\_\_\_

SHIPPING: \_\_\_\_\_

OTHER CHARGES: \_\_\_\_\_

**TOTAL AMOUNT:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

  
  
  
  
  
  
  
  
  
  

**Method of Payment:**

Credit Card\_\_\_\_ Check\_\_\_\_ C.O.D.\_\_\_\_  
VISA\_\_\_\_ MC\_\_\_\_ AMEX\_\_\_\_ Discover\_\_\_\_  
Card # \_\_\_\_\_  
Exp Date \_\_\_\_\_ Security Code \* \_\_\_\_\_  
Cardholder Signature \_\_\_\_\_

*\* 3 digits at back of card or 4 digits for AMEX at front card*

**Return Policy and Terms** – If you receive a damaged or defective item, we will promptly send you a replacement or issue you a full refund after you have returned the product. For any other returns, there will be a 25% re-stocking fee and you will be charged any additional shipping fees. All returns must be made within 30 days of receipt of products. For custom lanyards items, there is a 40% non-refundable deposit. For customers paying by checks, there is a \$25 service fee for returned check.