

# Order Submission Form

Please fill out form completely. Any missing information could delay your order.



✓ Complete this Order Submission Form and make a copy for your records *or use* our automated calculator and pay directly online at [www.ArtStamps.com/easy\\_reconciliation\\_process.php](http://www.ArtStamps.com/easy_reconciliation_process.php)

✓ For questions, please call **1-877-4 A STAMP** or email: [customerservice@ArtStamps.com](mailto:customerservice@ArtStamps.com)

*Please see back for an example of how to use this form.* →

## Contact Information

Contact Name:

Contact Email:

Organization Name:

Organization Address:

City:

State:

Zip:

Phone:

## Products

	Quantity	x Price	= Total
A. U.S. postage, 1 sheet of 10 stamps ( <i>total # of sheets</i> ).....	<input type="text"/>	x \$15 =	\$ <input type="text"/>
B. U.S. postage, 2 sheets of 10 stamps ( <i>total # of sets</i> ).....	<input type="text"/>	x \$25 =	\$ <input type="text"/>
★ Best Value, 4 sheets of 10 stamps ( <i>total # of sets</i> ).....	<input type="text"/>	x \$45 =	\$ <input type="text"/>
C. Note Cards, 10 cards/env ( <i>total # of packs</i> ).....	<input type="text"/>	x \$15 =	\$ <input type="text"/>
D. Note Cards, 20 cards/env ( <i>total # of packs</i> ).....	<input type="text"/>	x \$25 =	\$ <input type="text"/>
E. Postcards, Set of 10 ( <i>total # of packs</i> ).....	<input type="text"/>	x \$10 =	\$ <input type="text"/>
F. Envelope Seals, 128 Seals ( <i>total # of orders</i> ).....	<input type="text"/>	x \$20 =	\$ <input type="text"/>
G. Desktop Note Cube ( <i>total # of orders</i> ).....	<input type="text"/>	x \$15 =	\$ <input type="text"/>
H. Collectors Book ( <i>total # of books</i> ).....	<input type="text"/>	x \$10 =	\$ <input type="text"/>
I. Unlined Notepad, set of 2 ( <i>total # of sets</i> ).....	<input type="text"/>	x \$25 =	\$ <input type="text"/>
J. Unlined Notepad, set of 4 ( <i>total # of sets</i> ).....	<input type="text"/>	x \$45 =	\$ <input type="text"/>
K. Lined Notepad, set of 2 ( <i>total # of sets</i> ).....	<input type="text"/>	x \$25 =	\$ <input type="text"/>
L. Lined Notepad, set of 4 ( <i>total # of sets</i> ).....	<input type="text"/>	x \$45 =	\$ <input type="text"/>
M. Sketchbook, 30 sheets ( <i>total # of books</i> ).....	<input type="text"/>	x \$10 =	\$ <input type="text"/>
N. Bookmarks, set of 3 ( <i>total # of sets</i> ).....	<input type="text"/>	x \$15 =	\$ <input type="text"/>
O. Magnetic Notecube ( <i>total # of cubes</i> ).....	<input type="text"/>	x \$10 =	\$ <input type="text"/>
P. 2" Magnet ( <i>total # of magnets</i> ).....	<input type="text"/>	x \$11 =	\$ <input type="text"/>
Q. Rubik's Cube ( <i>total # of cubes</i> ).....	<input type="text"/>	x \$28 =	\$ <input type="text"/>
R. Tote Bag ( <i>total # of bags</i> ).....	<input type="text"/>	x \$14 =	\$ <input type="text"/>
S. 4 Sided Note Cube ( <i>total # of cubes</i> ).....	<input type="text"/>	x \$22 =	\$ <input type="text"/>
T. Coasters, Set of 4 ( <i>total # of sets</i> ).....	<input type="text"/>	x \$23 =	\$ <input type="text"/>
U. 2.25" Square Key Chain ( <i>total # of key chains</i> ).....	<input type="text"/>	x \$11 =	\$ <input type="text"/>
<b>Subtotal</b> .....			\$ <input type="text"/>

### Calculate amount owed to ArtStamps

Subtotal dollar amount x .80 (80 percent): .....\$

Add shipping and handling

If shipping orders individually to homes: (*use total # of orders under \$50*) #  x \$5 = \$

Total dollar amount owed to ArtStamps .....\$

### Calculate the amount earned

Grand total of products ordered:

Total due to ArtStamps:  
(Grand Total x .80):

Congratulations! You Keep  
this amount minus any  
shipping costs.  
Total Earned:

\$  — \$  = \$

### Number of ArtForms®

Total # of ArtForms enclosed

**Products**

Products	Quantity	x Price	= Total
A. U.S. postage, 1 sheet of 10 stamps (total # of sheets).....	70	x \$15 =	\$ 1050
B. U.S. postage, 2 sheets of 10 stamps (total # of sets).....	80	x \$25 =	\$ 2000
★ Best Value, 4 sheets of 10 stamps (total # of sets).....	10	x \$45 =	\$ 450
C. Note Cards, 10 cards/env (total # of packs).....	100	x \$15 =	\$ 1500
D. Note Cards, 20 cards/env (total # of packs).....	75	x \$25 =	\$ 1875
E. Postcards, Set of 10 (total # of packs).....	10	x \$10 =	\$ 100
F. Envelope Seals, 128 Seals (total # of orders).....	30	x \$20 =	\$ 600
G. Desktop Note Cube (total # of orders).....	100	x \$15 =	\$ 1500
H. Collectors Book (total # of books).....	10	x \$10 =	\$ 100
I. Unlined Notepad, set of 2 (total # of sets).....	40	x \$25 =	\$ 1000
J. Unlined Notepad, set of 4 (total # of sets).....	35	x \$45 =	\$ 1575
K. Lined Notepad, set of 2 (total # of sets).....	20	x \$25 =	\$ 500
L. Lined Notepad, set of 4 (total # of sets).....	22	x \$45 =	\$ 990
M. Sketchbook, 30 sheets (total # of books).....	20	x \$10 =	\$ 200
N. Bookmarks, set of 3 (total # of sets).....	50	x \$15 =	\$ 750
O. Magnetic Notecube (total # of cubes).....	45	x \$10 =	\$ 450
P. 2" Magnet (total # of magnets).....	30	x \$11 =	\$ 330
Q. Rubik's Cube (total # of cubes).....	10	x \$28 =	\$ 280
R. Tote Bag (total # of bags).....	15	x \$14 =	\$ 210
S. 4 Sided Note Cube (total # of cubes).....	20	x \$22 =	\$ 440
T. Coasters, Set of 4 (total # of sets).....	20	x \$23 =	\$ 460
U. 2.25" Square Key Chain (total # of key chains).....	50	x \$11 =	\$ 550
<b>Subtotal.....</b>			<b>\$ 16910</b>

**Calculate amount owed to ArtStamps**

Subtotal dollar amount x .80 (80 percent): .....\$ **13528**  
 Add shipping and handling  
 If shipping orders individually to homes: (use total # of orders under \$50) # **100** x \$5 = \$ **500**  
 Total dollar amount owed to ArtStamps .....\$ **14028**

**Calculate the amount earned**

Grand total of products ordered: .....\$ **16910**  
 Total due to ArtStamps: (Grand Total x .80): .....\$ **14028**  
 Total Earned: .....\$ **2882**

**Congratulations! You Keep this amount minus any shipping costs.**

**Number of ArtForms®**  
 Total # of ArtForms enclosed  
**436**

▶ Submit this form and all ArtForms with one check payable to ArtStamps, LLC to:

ArtStamps  
 1979 Marcus Ave.  
 New Hyde Park, NY 11042

For questions, please call 1-877-4 A STAMP or email: customerservice@ArtStamps.com