



# SUMMARY AWARD ORDER FORM

This sheet must be submitted along with individual worksheets  
Please read the instructions for engraving and shipping on the reverse side.

**SEND ORDERS TO:** **The Stevie® Awards**  
10560 Main Street, #215, Fairfax, VA 22030 U.S.A.  
Fax: +1 (703) 991-2397  
Email: help@stevieawards.com

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

**GOLD STEVIE AWARD TROPHIES**

\_\_\_\_\_ (quantity) ..... @ \$500.00 each \$ \_\_\_\_\_

**SILVER AND BRONZE STEVIE AWARD TROPHIES**

\_\_\_\_\_ (quantity) ..... @ \$275.00 each \$ \_\_\_\_\_

**WALL PLAQUES**

\_\_\_\_\_ (quantity) ..... @ \$175.00 each \$ \_\_\_\_\_

**CERTIFICATES**

\_\_\_\_\_ (quantity) ..... @ \$ 50.00 each \$ \_\_\_\_\_

**LAPEL PINS**

\_\_\_\_\_ (quantity) ..... @ \$ 15.00 each \$ \_\_\_\_\_

**MEDALS**

\_\_\_\_\_ (quantity) ..... @ \$ 50.00 each \$ \_\_\_\_\_

**EMBEDMENTS OF MEDALS**

\_\_\_\_\_ (quantity) ..... @ \$ 95.00 each \$ \_\_\_\_\_

**STEVIE AWARD STICKERS (PACK OF 10)**

\_\_\_\_\_ (quantity) ..... @ \$ 50.00 each \$ \_\_\_\_\_

**U.S. SHIPPING & HANDLING**

Add \$30.00 for each Stevie Award, \$25.00 for each plaque, \$4.00 for each certificate,  
\$7.50 for each medal, \$4 for each lapel pin, \$10.00 for each embedment,  
and \$5.00 for each pack of stickers \$ \_\_\_\_\_

**OVERSEAS SHIPPING & HANDLING**

Add \$125.00 for each Stevie Award, \$75.00 for each plaque, \$7.50 for each certificate,  
\$25.00 for each medal, \$12 for each lapel pin, \$40.00 for each embedment,  
and \$15.00 for each pack of stickers \$ \_\_\_\_\_

**OVERSEAS EXPEDITED COURIER DELIVERY:**

Refer to the worksheet on reverse side to calculate fee \$ \_\_\_\_\_

**SUBTOTAL** \$ \_\_\_\_\_

**Sales tax: 8.9% payable by NY residents and 5% payable by VA residents** \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

Checks must accompany order. Payments from outside the U.S. must be made by International Money Order or by checks written on U.S. banks. All checks in U.S. dollars to be made payable to Stevie Awards, Inc. For credit card orders. (MC, Visa or Amex) please supply credit card number, expiration date, cardholder's name & billing address.

From: Organization \_\_\_\_\_

Att. Mr./Mrs./Ms. \_\_\_\_\_

Street Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

E-Mail \_\_\_\_\_

Organization that submitted nominations if different from above \_\_\_\_\_

**TO PAY BY CREDIT CARD**

Name on Credit Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Total Amount: \_\_\_\_\_

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

## BEFORE FILLING OUT THE FORMS FOR AWARDS PLEASE READ THE FOLLOWING SUGGESTIONS:

**Up To Three Lines for Inscriptions:** Line 1 (below “Presented to”) lists the name of a company or individual. The second line (below the word “for”) is for the name of the winning nomination OR the name of the category. A third line may be added.

**Who Is Entitled to Awards?** Either the company that entered the nomination and won the award OR that entry’s sponsor, as well as any person who was involved with the accomplishment the nomination described.

**Additional Line** can be used to acknowledge an individual contributor to the entry (i.e., CEO, VP, Salesperson, Assistant, etc.).

**Right Spacing:** In preparing the text for awards please look at the photos on the Merchandise page on the Awards’ web site, and you will see that the space is very limited. We assume you would like to have the name of the company printed as large as possible. However, if the name is too long, then smaller type has to be used to fit in the space, or else it must be split into two lines, which makes the setup even smaller. If, for example, the name is “Albert Production and Communication Centers, Inc.”, you will see immediately that this cannot go on one line, but must be broken up into two. But would not “Albert Production Center” be sufficient? Please keep this in mind and apply this principle as well to the spacing of the title of the nomination.

**Authorization:** If you or your company did not enter the winning entry into the Awards, you must supply a letter of authorization from the entering company in order to have your award order processed.

**All Orders** must be neatly written or typed on the *official forms*. You may download fill-in PDFs of the forms from the Merchandise page on the Awards’ web site. **We require up to 8 weeks to fulfill orders**, so we strongly recommend that you submit your order as soon as possible.

**Overseas Delivery:** Shipments overseas can take from 8–12 weeks to reach their final destination. If you prefer to receive your order via expedited courier service, please use the worksheet below to calculate the charges. (This service is only available for orders shipped outside the U.S.)

### COURIER FEE SCHEDULE WORKSHEET

First Award on this order:	U.S. \$150.00
Each Additional Award:	
Stevie Awards or Plaques:	_____ x \$100.00 each = \$ _____ <small>(# of Awards or Plaques)</small>
Certificates	_____ x \$10.00 each = \$ _____ <small>(# of Certificates)</small>
Medals & Embedments	_____ x \$10.00 each = \$ _____ <small>(# of Medals)</small>
Lapel Pins & Stickers	_____ x \$3.00 each = \$ _____ <small>(# of Lapel Pins)</small>
<b>TOTAL DUE: \$ _____</b>	

***Please note: South America and South Africa must add an additional 40% to the TOTAL DUE to cover charges.***