

The Prom Planning Network

**2394 Seneca Street, Buffalo NY 14210-2650, 716-823-9123
FAX: 716-824-5186**

Order Procedure

Use the appropriate order form for each item, ticket, memory book, napkin, imprinted photo keytag, or imprinted wallet size albums. Fill out the payment sheet with the totals of all your order sheets. These order forms are available as a txt file (<http://www.proms.net/order.txt>), Word file (<http://www.proms.net/order.doc>), or an Adobe Acrobat file (<http://www.proms.net/order.pdf>). You only need to fill out and send the order sheets for the items you are ordering plus the payment sheet.

Note: There is a separate order form for Royal Sashes.

If you are ordering by mail or by FAX:

Fill out the order sheets and print them out. Be sure to include your email address so we will be able to keep you informed on the status of your order.

Send your order in with your check if you want to take advantage of our free shipping. Or FAX your order in and mail your check.

Send to: proms.net
2394 Seneca Street
Buffalo NY 14210-2650

We do ship COD or from a purchase order confirmed by your school. Fill out the appropriate information on the payment order sheet.

Original artwork for the memory book, ticket, napkin or ribbons must be black on white, any size (we will reduce to fit), and must be included with your order.

Usually within a day, we will have a proof of your order that we will FAX to you.

Once we get your confirmation and/or corrections on the proof, we will start the production of your items and will be able to give you a shipping date.

When your items are shipped, we will send you an email confirming the shipping date and the carrier.

You may FAX your order in: 716-824-5186

If you are ordering by email:

We are unable to accept email orders at this time.

Sales Terms: We will ship open account to any school providing the order is authorized by an advisor or the principal and we have a hard copy of the Payment Order Form

Open Account Terms: Payment due 30 days from date of invoice. A 1 1/2% monthly charge (18% annual rate) will be added to past due accounts. A service charge of \$ 15 will be charged on any returned check.

Shipping: All merchandise should be opened and inspected as soon as it arrives. Shortages or items that have been damaged in shipping should be reported immediately to Customer Service at 716-823-9123.

Shipping Charges: Shipping, and handling will be added to your invoice. If a check to Kelly Expressions, Ltd (free shipping does not apply with COD or Open Account) accompanies the order, we will pay all ground transportation charges within the continental United States.

Returns: Returns are subject to a 15% restocking charge. Personalized items cannot be returned.

Submitted Material: The submission of any order constitutes a representation and guarantee by the individual or entity submitting the order that such individual or entity is the owner of all trademarks or copyrighted material contained therein or has obtained any required consents or authorizations from the owner(s) to print such material.

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**Kelly Expressions, Ltd. 2394 Seneca Street, Buffalo NY 14210-2650, 716-823-9123
FAX 716-824-5186**

Ticket Order Form

Name of School _____ Class _____

School FAX Number _____

Advisor's Name _____ Email Address _____

I have read the terms of Sale - Signed _____

School Street Address _____

City _____ ST _____ ZIP _____

School Phone_(_____) _____ Home Phone_(_____) _____

Date of Order _____ Purchase Order Number _____

Date of Event _____ Date Needed at your school _____

How Many	Cover Stock	Price per ticket	Total Price
_____	_____	_____	_____

Cover Stock Color _____ Imprint Color _____ Artwork _____

Font _____

Layout:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Line 6:

Line 7:

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Memory Book Order Form

Name of School _____ Class _____

School FAX Number _____

Advisor's Name _____ Email Address _____

I have read the terms of Sale - Signed _____

School Street Address _____

City _____ ST _____ ZIP _____

School Phone (____) _____ Home Phone (____) _____

Date of Order _____ Purchase Order Number _____

Date of Event _____ Date Needed at your school _____

How Many	Cover Stock	Price per Memory Book	Total Price
_____	_____	_____	_____

Cover Stock Color _____ Imprint Color _____ Artwork _____

Font _____ Inside Page Color _____ Tassel Color _____

Effective 5 April 2017 Call 716-823-9123 before ordering tassel color

Cover Layout:

Font _____

Artwork Number (or enclose custom artwork)

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

Memory Book Page 1: Font_____ Justify left - center justify - top to bottom

Line 1

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22

Memory Book Page 2: Font_____ Justify left - center justify - top to bottom

Line 1

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22

Memory Book Page 3: Font_____ Justify left - center justify - top to bottom

Line 1

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22

Memory Book Page 4: Font_____ Justify left - center justify - top to bottom

Line 1

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22

Memory Book Page 5: Font_____ Justify left - center justify - top to bottom

Line 1

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22

Memory Book Page 6: Font_____ Justify left - center justify - top to bottom

Line 1

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22

Memory Book Page 7: Font_____ Justify left - center justify - top to bottom

Line 1

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22

Memory Book Page 8: Font_____ Justify left - center justify - top to bottom

Line 1

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22



Kelly Expressions, Ltd., 2394 Seneca Street, Buffalo NY 1421-2650, 716-823-9123 FAX - 716-824-5186

Covers Only Memory Book Order Form Covers Only

Name of School _____ Class _____

School FAX Number _____

Advisor's Name _____ Email Address _____

I have read the terms of Sale - Signed _____

School Street Address _____

City _____ ST _____ ZIP _____

School Phone_(_____) _____ Home Phone_(_____) _____

Date of Order _____ Purchase Order Number _____

Date of Event _____ Date Needed at your school _____

How Many	Cover Stock	Price per ticket	Total Price
_____	_____	_____	_____

Cover Stock Color _____ Imprint Color _____ Artwork _____
Font _____

Covers Only - do not include inside pages or tassels. Tassels may be ordered separately for \$.35 each
Tassels are not available without cover purchase - Effective 5 April 2017 Call 716-823-9123 before ordering tassels

How Many	Color	Price per tassel	Total Price
_____	_____	_____	_____

Cover Layout:

Font _____

Artwork Number (or enclose custom artwork) _____

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

Kelly Expressions, Ltd
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**2394 Seneca Street, Buffalo NY 14210-2650, 716-823-9123
FAX 716-824-5186**

Imprinted Keytag Order Form

Name of School _____ Class _____

School FAX Number _____

Advisor's Name _____ Email Address _____

I have read the terms of Sale - Signed _____

School Street Address _____

City _____ ST _____ ZIP _____

School Phone_(_____) _____ Home Phone_(_____) _____

Date of Order _____ Purchase Order Number _____

Date of Event _____ Date Needed at your school _____

How Many

Price per keytag

Total Price

Imprint Color _____

Font _____

Layout:

Line 1:

Line 2:

Line 3:



**Kelly Expressions, Ltd. 2394 Seneca Street, Buffalo NY 14210-2650, 716-823-9123
J2006@proms.net - FAX - 716-824-5186**

Imprinted Napkin Order Form

Name of School _____ Class _____

School FAX Number _____

Advisor's Name _____ Email Address _____

I have read the terms of Sale - Signed _____

School Street Address _____

City _____ ST _____ ZIP _____

School Phone_(_____) _____ Home Phone_(_____) _____

Date of Order _____ Purchase Order Number _____

Date of Event _____ Date Needed at your school _____

If the imprint on the napkin is the same as the Memory Book

How Many	Napkin Color	Price per 100	Total Price
_____	_____	_____\$18____	_____

If you want a different imprint on the napkin:

How Many	Napkin Color	Price per 100	Setup	Total Price
_____	_____	_____\$18____	_____\$10____	_____

Cover Stock Color _____ Imprint Color _____ Artwork _____

Cover Layout: Font _____

Artwork Number (or enclose custom artwork) _____

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

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Kelly Expressions, Ltd. Payment Form

2394 Seneca Street, Buffalo NY 14210-2650, 716-823-9123 - FAX 716-824-5186

Name of School _____ Class _____

School FAX Number _____

Advisor's Name _____ Email Address _____

I have read the terms of Sale - Signed _____

School Street Address _____

City _____ ST _____ ZIP _____

School Phone_(_____) _____ Home Phone_(_____) _____

Date of Order _____ Purchase Order Number _____

Date of Event _____ Date Needed at your school _____

How Many Memory Books	Cover Stock	Price per Book	Total price
_____	_____	_____	_____

How Many MB Covers Only	Cover Stock	Price per Cover	Total price
_____	_____	_____	_____

How Many Tickets	Cover Stock	Price per Ticket	Total price
_____	_____	_____	_____

How Many Napkins		Price per 100	Total price
_____	_____	_____	_____

How Many Royal Sashes		Price per Sash	Total price
_____	_____	_____	_____

How Many Imprinted Ribbons		Price per Ribbon	Total price
_____	_____	_____	_____

How Many Imprinted Photo Keytags	Setup Charge	Price per tag	Total Price
_____	_____	_____	_____

Total This Page _____ Shipping (unless check attached) _____

Total of Order _____