

# American Citizenship Award Program Year 2008 Pin Order Form

School Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
School Contact Person: \_\_\_\_\_  
Telephone No. (w/area code): \_\_\_\_\_

Total No. of Pins \_\_\_\_\_ X \$1.50 each = \_\_\_\_\_ (Cost of Pins)

Shipping Charge \$7.00

Special Handling Charge\* \_\_\_\_\_ (See Instructions, #6)

Total Amount Enclosed \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

(AmEx, Discover, MC, Visa)

Name on Card \_\_\_\_\_

Card Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

Purchase Order No. \_\_\_\_\_ Check No. \_\_\_\_\_

Mail orders to: American Citizenship Awards Program  
Dept. 0707  
Washington, DC 20073-0707

## ORDERING INSTRUCTIONS

1. If your school address contains a PO Box, you **must include a physical street address** for UPS delivery.
2. Provide the name of the contact person at your school and school telephone number with area code.
3. Indicate the number of awards you want to order.
4. **All orders must be prepaid with a check, credit card, or a purchase order.** If prepaying by check, make it payable to ACAP and mail it with your completed form to: ACAP, Dept. 0707, Washington, D.C. 20073-0707. If prepaying with a credit card (American Express, Discover, MasterCard, or VISA), or a purchase order, either mail the order form **or** fax your order to us at 1-703-518-6295. **Include all requested credit card information and authorized signature, or purchase order number.** Make a copy of the order for your records.
5. **DO NOT SEND A "CONFIRMING COPY" OF YOUR ORDER. THIS WILL RESULT IN A DUPLICATE SHIPMENT!**
6. All orders are shipped with UPS from Pennsylvania. Routine shipping is via ground service. **Allow up to 4 weeks for processing after we receive your order.** After processing, if special delivery of your order is necessary, add an additional \$21.00 to your order for Next Day delivery, add an additional \$11.00 to your order total for **Second Day** delivery, or add an additional \$8.00 for **Third Day** delivery.
7. A packing slip will be included with your order. **Please verify the accuracy of your order when you receive it.** If for any reason you need to return part or all of your order, include a copy of the packing slip with your returned order, or credit to your account may be delayed. Ship return orders to: **NAESP, Attn: ACAP, 1615 Duke Street, Alexandria, VA 22314.**
8. NAESP will invoice all purchase orders. If you have any questions about your order or any aspect of the awards program, call us toll free at 1-877-897-4784 or by fax at 1-703-518-6295. Our customer service center is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Eastern time.