

## 2016 Holiday Card Order Form

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

E-mail address: \_\_\_\_\_

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

☐ If different from billing address

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

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

## MESSAGE CHOICES BELOW

☐ A *Best Wishes for a Wonderful Holiday Season and a New Year filled with Peace and Happiness*☐ B *May the Holidays bring you Joy and the New Year every Blessing*☐ C *Holiday Greetings and Best Wishes for a New Year of Happiness*☐ D *Felices Fiestas y los mejores deseos para un próspero Año Nuevo*☐ E *Nuestros mejores deseos para las Fiestas y el Año Nuevo*☐ F *Les deseamos muy Felices Fiestas*

## ORDER INFORMATION

DESCRIPTION	10-PACKS	UNIT PRICE	TOTAL

## PAYMENT METHOD

☐ CHECK ☐ MONEY ORDER (MAKE PAYABLE TO HISD PRINTING SERVICES)  
☐ SCHOOL ACTIVITY CHECKS ☐ HISD BUDGET FUNDING LINE ☐ CREDIT CARD

MERCHANDISE TOTAL

SHIPPING &amp; HANDLING (ON BACK)

**TOTAL**

BUDGET LINE: \_\_\_\_\_

**SPECIAL NOTE TO DEPARTMENTS AND SCHOOLS:** YOU MAY NOT USE  
 GENERAL REVENUE OR SPECIAL REVENUE, COST CENTER SEGMENT 10,  
 FUNDS TO PURCHASE CARDS.

PAYMENT MUST BE RECEIVED BEFORE PICK-UP OR DELIVERY

Additional Instructions: \_\_\_\_\_



Bellaire HS



Biarmeadow CS



Browning ES



Burbank MS



Carnegie HS



Cook ES



Coop ES



DeBakey HS



Gregory-Lincoln MS



Hamilton MS



Heights HS



High School for Law and Justice



Hogg MS



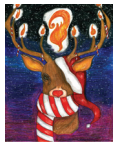
Holland MS



Horn ES



Lamar HS



Lanier MS



Lawson MS



Liberty HS



Madison HS



Mandarin IMS



Meyerland MS



Mitchell ES



Park Place ES



Pershing MS



Pilgrim Academy



Pin Oak MS



Sam Houston HS



Scarborough ES



Scarborough HS



School at St. George Place ES



TH Rogers MS



Tanglewood MS



The Rice School MS



Welch MS



WestBriar MS



Westbury HS



Wharton MS



White ES



Young Women CPA



### (8.5" X 5.5") HOLIDAY CARD INFORMATION

WE OFFER AN ASSORTMENT OF MESSAGES BOTH IN ENGLISH AND SPANISH. SEE PRICING INFORMATION BELOW

**FOR MORE INFORMATION, OR TO PLACE YOUR ORDER BY PHONE, CALL 713-556-6041 or EMAIL [copycenter@HoustonISD.org](mailto:copycenter@HoustonISD.org)**

SHIPPING AND RUSH SERVICE IS AVAILABLE FOR AN ADDITIONAL FEE. A PHYSICAL ADDRESS IS REQUIRED.



For downloadable form,  
please scan the QR Code.  
[www.HoustonISD.org/Page/31910](http://www.HoustonISD.org/Page/31910)

### SHIPPING AND HANDLING

- PROVIDE A PHYSICAL ADDRESS FOR DELIVERY (**NO P.O. BOXES**)
- **FEDEX GROUND:** Allow 3-5 business days for shipping
- **FREE:** PICK UP AT HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER

SALES TOTAL	STANDARD	RUSH
\$25-\$200	\$10	\$30
\$201-\$500	\$20	\$50

### ENVELOPES

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