







TIP Custom Items

Item & Order Number	Quantity <small>(Quantities shown are minimums. Larger quantities are available)</small>	Cost & Details	Shipping <small>(Shipping is based on an average from UPS)</small>	Number ordered	Cost	S&H	Total
	MUG-SB	24	<p style="text-align: center;">\$12.97 per mug Starbucks® coffee and Tazo teas gift set included as well as clear cellophane wrap and curling ribbon.</p>	\$51 S&H			
	MUG-CUSTOM	Minimum 6 cases= 144	<p style="text-align: center;">\$12.97 per mug \$65 set up fee plus \$0.95 per mug (Includes one color, additional colors, up to 3 total, \$0.95 each additional color). Starbucks® coffee and Tazo teas included as well as the cellophane bag and curling ribbon are included.</p>	\$305 S&H			




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 <p>Go Green Gold Gift Bag</p>	75	<p>Totally Green package consisting of all organic products including Green Mountain Organic coffee, assorted Bromley's organic teas and Green and Black's individually wrapped organic chocolates. (Customized ribbon additional charge and minimums apply)\$8.95 each Customization Suggestion: add a label—see description and pricing below.</p>	\$25 S&H				
 <p>WIN-MAIL</p>	250	<p>\$2.45 each Customization suggestion: add a message card— see description and pricing below.</p>	\$38 S&H				


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 <p>Go Green® Organic bulk mailer</p>	250	Organic pack with Green Mountain® organic coffee & Bromley's organic teas delivered to your institution along with a Tyvek like mailer ready for easy assembly.\$2.25 each Customization Suggestion: add a message card– see description and pricing below.	\$50 S&H				
 <p>SB-BULK-MAIL</p>	250	\$3.45 each Customization suggestion: add a message card– see description and pricing below.	\$63 S&H				

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 <p>SB-POCHETTE</p>	73	\$9.95 each Customization suggestion: add a message card and or a label– see description and pricing below.	\$50 S&H				
 <p>SB-HOUSE</p>	16	\$15.95 each Customization suggestion: add a satin ribbon and or a message card– see description and pricing below.	\$20 S&H				
<p>Thank - you for your business !</p>	100	\$0.50 each	Included with Items ordered				
 <p>RIBBON</p>	100	\$85 set up plus \$2.00 per ribbon	Included with Items ordered				

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	<p>LABEL</p>	<p>108</p>	<p>Custom imprinted label \$0.95 each with a \$35 set up fee</p>	<p>Included with Items ordered</p>				
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Please complete your order and send filled out sheet(s) along with this Document to:
FIS: Attn: Contract Admin
2001 Summit Park Drive
Orlando, FL 32810
(First time orders only)
Fax subsequent orders to: (727) 570-4861

Institution and Mailing Info:

Institution Name: _____

* Provide Corp # if known
***Corp #:** _____

(No P.O. Boxes please) **Mailing Address:** _____

Order Recap

Order Number	Quantity	Cost	S&H
Total to be billed			

City, State, ZIP: _____

Contact Name: _____

Signature: _____

e-mail & phone #: _____

(Please allow 10 to 12 weeks for custom items, 12 to 15 business days for all other orders)



Instructions for using your logo for customization.

If you selected one of FIS's customizable products you will need to provide your institutions logo to us. Adobe Illustrator or Adobe PhotoShop (.psd, .tif, .jpg, .eps) with a minimum 300dpi and camera ready are the preferred formats.

E-mail your art attachment and instructions to helpdesk.TIP@fnis.com. Order forms can also be scanned and sent to this address.

Color Selection: There is a universally accepted system of identifying specific colors known as Pantone Matching System (PMS). This system associates a number with each of the 700 plus color shades in the PMS system. Please provide the color and PMS number to be used when processing your order. We will try to match any PMS provided as close as possible.

If you do not know your PMS color(s), please contact your marketing department/designer. Otherwise, send us a sample of the color you want us to use and we will match the color as closely as possible.

If you plan to provide more than one PMS color (only one color available for the ribbons), specific instructions must be provided to FIS in writing directing where the various PMS colors are to appear within the logo.

Once we have received your artwork, FIS will provide a low resolution proof for your final approval. This will be provided to you in 5 to 7 business days from the date we receive the artwork. You will be required to approve the proof before your order can be processed.

Questions? Contact your client services representative or your SAM or call 1.877.482.8786.