



Services Order Form

Event Information:

Event Name: _____

Hotel/Event Site: _____ Date(s): _____

Billing/Mailing Information:

Contact Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: (____) _____

E-mail: _____

Authorized Signature: _____

Date: _____

Services Request:

BUREAU SERVICES	COST (PER UNIT)	QUANTITY	TOTAL COST
Wichita Artwork/Logo	Complimentary		
Name Badges:			
Inserts	Complimentary		
Badge Holders			
• Pin on (100 per box)	\$19		
• Hanging (50 per box)	\$31		
• Clip (50 per box)	\$29		
Complete Badge Services includes the insert, badge holders, and printing.	Varies according to badge holder/quantity		
Welcome Bags	Quantity based on attendance		
Visitors Guide	Complimentary		
Welcome Banners	Varies according to size and lettering		
Other (specify)			

Rates and services are subject to change & availability.

SUB TOTAL

SALES TAX

(8.3%)

TOTAL

An invoice for items ordered will be mailed after the event has occurred.