

# Printable **QUICK** Order Form for 7 or Fewer Pen Pals

**Print this form, fill it out and send it with payment to:**

**STUDENT LETTER EXCHANGE**  
 1111 Broadhollow Rd, Ste 329  
 Farmingdale, NY 11735

Please read Program Information/Ordering Information for ordering tips and details concerning delivery time. QC11

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Please include the following contact information in case there are any questions concerning this order:

Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

If you would like your name and address added to the Student Letter Exchange database please check below, circle if you are a Boy or Girl and include your age below:

\_\_\_\_ Yes, add my name. I am a (circle one)- Boy Girl My age is \_\_\_\_\_

To order, indicate below the Country (or State), Age, Gender (B for Boy or G for Girl) and quantity for each Pen Pal you'd like. If you would like us to choose the Country or State, write in "any Country" or "any State" under the COUNTRY/STATE column.

COUNTRY/STATE	AGE	GENDER	QUANTITY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Minimum Order-4 names (\$1.25 each)+ Shipping and Handling (\$2.00) per order.

\*\* Add \$3.50 for SUPER FAST SERVICE. If order is being returned to an address outside of the US add \$1.00 for Canada, add \$2.00 for all other countries. Payment must be in US currency, a Postal Money Order or a check payable in US funds drawn on a US Bank.

When substitutes are necessary, we usually select by geographic area. If you prefer substitutes based on language, please check here \_\_\_\_\_,

TOTAL NAMES\* \_\_\_\_\_ x \$1.25 = \_\_\_\_\_

SHIPPING & HANDLING..... = **\$ 2.00**

OTHER\*\* .....= \_\_\_\_\_

**ORDER TOTAL = \$ \_\_\_\_\_**