

# Order Form

**Directions:**

- PLEASE PRINT CLEARLY. Complete all information.
- Be sure to include the accurate ITEM ID for your selections. If you need more space to enter items or information, feel free to continue your order on another page.
- If the item requires specific choices (i.e. Saint/icon print choice, color, etc.), please write that in the Details column of the form.
- Write **“STANDARD ITEM”** in the Details column for all standard style items that require NO personal choice to be made.
- If you need a price quote for an item (i.e. a family icon), please write **“QUOTE”** in the Price column. You will receive a price quote when contacted with order confirmation.
- Mail or fax your order to the Holy Monastery (see information below). You will be contacted as soon as possible to finalize all order details and sub-total cost. Once your order is shipped, you will get a **“FINAL INVOICE”** with the sub-total, shipping, and handling. Freight costs are unknown until the items are sent. You may pay the subtotal up front if you choose but you will be billed for the freight after your items are shipped to you. Items are mailed Priority Mail unless other arrangements are previously made.

Item ID	QTY.	Short Description	Details	Size	Price per Item

Special Notes:

**St. John Chrysostomos  
Greek Orthodox Monastery**  
4600 93<sup>rd</sup> Street  
Pleasant Prairie, WI 53158  
Phone (262) 694-9850  
Fax (262) 697-1581

First name \_\_\_\_\_

Last name \_\_\_\_\_

Street \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Payment will be made by: (circle one)

Personal Check Money Order Visa Mstrcrd Discover

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Date order rec'vd \_\_\_\_\_ Date Shipped \_\_\_\_\_

Subtotal \_\_\_\_\_ S&H \_\_\_\_\_

Payment completed \_\_\_\_\_