HEARTLAND AREA EDUCATION AGENCY
Extending your reach.

2011 Ellison Order Form

6500 Corporate Drive, Johnston, IA 50131-1603
(515) 270-9030 or (800) 362-2720 • Fax (515) 270-5383
production@aea11.k12.ia.us • www.aea11.k12.ia.us

If you are using this form to place an order, please make a photocopy.

Ordering Instructions:

Please fill out this form as completely as possible. Describe **EXACTLY** what shape, letter or number, size, color and quantity you need. The back of this form may be used if you need more space. Refer to the Ellison Design Catalog at: http://www.aea11.k12.ia.us/print/Ellison.html for images of shapes and styles of alphabets. You may print and send your order to Heartland AEA on the van or e-mail this form to: production@aea11.k12.ia.us

For Heartland use ONLY

Job #:

Date in: Date out:

Initials:

P.O. #:

Please Print

Date needed:

Telephone #:

Requested by:

School district:

School building:

Bill to: ☐ School *(P.O. # if required by your school):*_____ ☐ Individual

Send via: ☐ Heartland van delivery ☐ I will pick up

Paper Colors Available:

White, light yellow, yellow, gold, peach, orange, pink, raspberry, hot pink, red, burgundy, light green, lime green, green, dark green, turquoise, light blue, blue, royal blue, lavender, purple, magenta, tan, brown, gray, dark gray, black.

Special Instructions:

Full Alphabet Sets *(123 letters)* OR Single Set *(one of each)*

Full Set	Single Set	Qty.	Style	Color	Size	Lamin.*	UPPER	lower

*(*There is an additional charge for lamination.)*

Number Sets *(5 each)* OR Single Numbers

Full Set	Single Set	Qty.	Style
Color	**Lamin.***	**Size**	

Shapes

Quantity	Shape	Size *(tiny, etc.)*	Color(s)	Laminated

AEA USE ONLY:

Shapes

Quantity	Shape	**Size** *(tiny, etc.)*	Color(s)	Laminated