KCP Products, LLC Order Form

To place an order, print and fill out the form below. Designate color, youth or adult, long or short sleeve, silk screen or embroidery.

Shirts and sweatshirts may be customized with church name and/or school name. There is a $2.00 per item charge for embroidered customizing. For silk screened shirts, there is a one-time $5.00 screen charge and the shirts are $2.00 more. Please plan on customized orders taking more time. Please call or e-mail with questions. A service fee may need to be applied to rush orders depending on circumstances.

Please remember to indicate size, color and sleeve length where applicable.

Date Ordered: _____
Name: _____
Church Name: _____

Fax: _____
E-mail Address: _____
Shipping Address: _____
City, State, Zip Code: _____
Phone Number: _____
Residential_____ or Church_____

VISA/MasterCard #: _____ Expiration Date: _____
Name on Credit Card: _____
Address for Credit Card_____

Item	Size	Price	Quantity	Total
No sales tax required for this non-profit organization				
Tax Exempt ID# (Church or Organization Orders)				
Total				

Orders may be mailed, e-mailed or faxed to KCP Products, LLC. An invoice for products, shipping and handling will be included with your order. Payment may be made by credit card at the time of order or by check upon receipt of the products. It is the recipient's responsibility to see that invoices are properly channeled for payment upon receipt. There will be no separate mailing of invoices.

Shipping and handling to be determined and applied at time of order. Products shipped by UPS or U.S. Priority Mail depending upon weight. Please allow 10 to 15 weekdays for shipping, depending on product availability, volume of orders and customizing time.

Make checks payable to **KCP Products, LLC**

Mail to: KCP Products, LLC, 1530 Brookwood Drive, Muskegon, MI 49441 Fax: (231) 798-3300

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