





## CLIENT SERVICES ORDER FORM

Account # 2-06-25-3700-A

Organization: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 City, St, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Meeting Location: \_\_\_\_\_  
 Meeting Date: \_\_\_\_\_ Projected Attendance: \_\_\_\_\_  
 Ship To (if different from above): \_\_\_\_\_

<u>Product Image</u>	<u>Product Description</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Cost</u>
	<p>Los Angeles Visitor Guide</p> <p>This 8 1/2" x 11" magazine provides visitors to the City of Angels with a resource for "all things LA!" The hottest restaurants, coolest attractions and ultimate retail options are at your fingertips. Also featured are stories of interest, information on LA's Metro bus and subway system and overview maps of Downtown LA, Hollywood, Santa Monica, Beverly Hills, Long Beach, Pasadena and the San Fernando Valley.</p>	\$3.00 ea	_____	_____
	<p>Los Angeles Official Visitors map</p> <p>This map will help facilitate navigation throughout Los Angeles and includes key points of interest.</p>	\$1.00 ea	_____	_____
	<p>Los Angeles Postcards</p> <p>This 5 1/4" x 8 1/4" postcard features images associated with Los Angeles in bright colors and provides a great souvenir for guests to send a quick note home to loved ones while visiting the City of Angels!</p>	\$.25 ea	_____	_____
	<p>"discoverLosAngeles.com" Luggage Tags</p> <p>This 2 1/2" x 4 1/4" colorful luggage tag features a clear cord and the "discoverLosAngeles.com" logo in white. The back provides an area with lots of space to include contact information. Never mistake your bag for another party's luggage again!</p>	\$1.75 ea	_____	_____
	<p>Hand Sanitizer</p>	\$1.50 ea	_____	_____

# discoverLosAngeles.com

LA INC. THE LOS ANGELES CONVENTION AND VISITORS BUREAU



"see my LA" Bags

\$1.00 ea

This colorful 14" X 12" bag features images of Los Angeles providing the perfect carry-all for tradeshow materials and information.



Black Memo Valet  
3.5 x 3.5 x 1.13

\$20.00  
ea

This photo frame memo valet can be used as a gift for your speaker, events team, or included in a "swag bag". Includes a 3 x 3 photo frame and memo pad (100 sheets) with ultra suede lining.

TOTAL

(Continue for ordering and payment instructions)

## ORDERING PROMOTIONAL MATERIALS

For more information on materials, contact the LA INC. Client Services Department at **213/236-2324**. Please allow at least 48 hours for preparation of order. One day notice is required for pick up orders.

### ORDERING

Please complete the order form in its entirety and return it with the appropriate payment to:

**LA INC. The Los Angeles Convention and Visitors Bureau**  
**Attn: Client Services Department**  
**333 South Hope Street, 18<sup>th</sup> Floor, Los Angeles, CA 90071**  
**(213) 452-1424 FAX**

### SHIPPING

All material is shipped using ground service. Special shipping arrangements or international shipping must be prearranged with the Client Services Department and will be charged accordingly.

- Please allow 48 hours to process your order, plus 5 to 7 working days for shipping.
- Local orders will be received in 3 to 4 working days.

### PRICING

All prices are quoted in U.S. Dollars and are subject to change without notice.

### PAYMENT

Orders must be prepaid via check or credit card. Checks should be made payable to LA INC., the Los Angeles Convention and Visitors Bureau. In order to process credit card charges, please complete the information below.

Please circle your credit card choice:    **Visa**    **Mastercard**    **American Express**

## CREDIT CARD INFORMATION

Credit Card Number \_\_\_\_\_  
Card Expiration Date \_\_\_\_\_  
Total to be Charged:    \$ \_\_\_\_\_ (plus any special shipping charges, if special shipping is requested)  
Card Holder's Name \_\_\_\_\_  
Card Holder's Address \_\_\_\_\_  
Card Holder's Phone \_\_\_\_\_  
Card Holder's Signature \_\_\_\_\_

**LA INC. THE LOS ANGELES CONVENTION AND VISITORS BUREAU**  
333 South Hope Street, 18<sup>th</sup> Floor, Los Angeles, CA 90277