

CUSTOMER INFORMATION ENTRY SHEET



Order For:

Please fill in your customer information in the yellow fields only.

Order your products on the order sheets by filling in the yellow quantity fields only.

Note: Order your promotional materials on the ClicClac® Coaster Sets Order Sheet.

| ClicClac® Contact Information: | | Order Information: | |
|--------------------------------|--|------------------------------|----------------------|
| Sales Rep: | Doris Taussig | Date: | |
| Sales Rep email: | Office@ClicClac.US | Customer PO # | |
| | | For Office use only: | |
| Remit Payment to: | ClicClac® | Order Number: | |
| | Nelkengasse 8/7 | Payment Terms: | |
| | 1060 Vienna / Austria / Europe | | |
| Phone: | (+) 43 1 961 9191 | | |
| Fax: | (+) 43 1 961 0187 | Payment Due By: | |
| Email: | Office@ClicClac.US | | |
| Customer Information: | | Choice of Shipping: | |
| Customer Name | | UPS Standard Ground | Indicate Method (X): |
| | | UPS Second Day | |
| Cell phone # | | FedEx | |
| Office phone # | | Special Instructions: | |
| Fax # | | | |
| Email | | | |
| | | Shipping Information: | |
| Shipping Address: | | Shipping Order # | |
| Shipping Address continued | | Shipping Co./Tracking # | |
| City, State, Zip | | Date Shipped | |
| | | Shipping & Handling | |
| Billing Address: | | | |
| City: | | | |
| State: | | | |
| Zip: | | | |

| Order Summary: | | |
|------------------------------|--------|--|
| Sub-totals | | |
| Coaster Sets | | |
| Qty. | 0 | |
| Cost | \$0,00 | |
| Clic-on Framing | | |
| Qty. | 0 | |
| Cost | \$0,00 | |
| Motifs w/ Corner | | |
| Qty. | 0 | |
| Cost | \$0,00 | |
| Promotional Materials | | |
| Qty. | 0 | |
| Cost | \$0,00 | |
| TOTAL PRODUCT COST | | |
| | \$0,00 | |

Color Coding:

- To be filled in by ClicClac®
- To be filled in by Customer
- Fixed (manual entry changes only w/ password)
- Automatic (not for manual entry)

Order Form For: **ClicClac® Coaster Sets**

Please FAX / E-Mail back to: XXX-XXX-XXXX / Office@ClicClac.US

Please enter / change information in the yellow fields only.



| ClicClac® Contact Information | | |
|----------------------------------|--|-------------------|
| Sales Rep: | Doris Taussig | |
| Sales Rep email: | Office@ClicClac.US | |
| Remit Payment to: | ClicClac® | |
| | Nelkengasse 8/7 | |
| | 1060 Vienna / Austria / Europe | |
| Phone: | (+) 43 1 961 9191 | |
| Fax: | (+) 43 1 961 0187 | |
| Email: | Office@ClicClac.US | |
| Customer Information | | |
| Customer Name | | |
| Cell phone # | | |
| Office phone # | | |
| Fax # | | |
| Email | | |
| Shipping Address: | | |
| Shipping Address continued | | |
| City, State, Zip | | |
| Billing Address: | | |
| City: | | |
| State: | | |
| Zip: | | |
| Group A: Small \$ | Group A: Medium \$ | Group A: Large \$ |
| Musical Coasters Red/Black | Qty. Ordered | Qty. Shipped |
| w/ note nickel-plated - small | | |
| w/ note nickel-plated - medium | | |
| w/ note nickel-plated - large | | |
| w/ note gold-plated - small | | |
| w/ note gold-plated - medium | | |
| w/ note gold-plated - large | | |
| w/ clef nickel-plated - small | | |
| w/ clef nickel-plated - medium | | |
| w/ clef nickel-plated - large | | |
| w/ clef gold-plated - small | | |
| w/ clef gold-plated - medium | | |
| w/ clef gold-plated - large | | |
| w/ violin nickel-plated - small | | |
| w/ violin nickel-plated - medium | | |
| w/ violin nickel-plated - large | | |
| Teddy Bear Coasters Blue/Orange | Qty. Ordered | Qty. Shipped |
| w/ bear nickel-plated - small | | |
| w/ bear nickel-plated - medium | | |
| w/ bear nickel-plated - large | | |
| w/ bear gold-plated - small | | |
| w/ bear gold-plated - medium | | |
| w/ bear gold-plated - large | | |
| Cat Coasters Black/Fuchsia | Qty. Ordered | Qty. Shipped |
| w/ cat silver-plated - small | | |
| w/ cat silver-plated - medium | | |
| w/ cat silver-plated - large | | |
| w/ cat silver-plated - small | | |
| w/ cat silver-plated - medium | | |
| w/ cat silver-plated - large | | |
| Sun Coasters Orange/Red | Qty. Ordered | Qty. Shipped |
| w/ sun silver-plated - small | | |
| w/ sun silver-plated - medium | | |
| w/ sun silver-plated - large | | |
| w/ sunshine gold-plated - small | | |
| w/ sunshine gold-plated - medium | | |
| w/ sunshine gold-plated - large | | |

| Order Information: | | |
|--------------------------------------|---------------------|----------------------|
| Order Number: | | |
| Date: | | |
| Customer PO # | | |
| Payment Due By: | | |
| Order Details: | | |
| Group A | Cost/Unit | Quantity |
| Set small - 4 coasters | | |
| Set medium - 8 coasters | | |
| Set large - 12 coasters | | |
| Group B | Cost/Unit | Quantity |
| Set small - 4 coasters | | |
| Set medium - 8 coasters | | |
| Set large - 12 coasters | | |
| Sales Aids: | | |
| Motif Palette | | |
| Product Gift Handbag | \$ | 0,50 |
| Promotional Materials (pkg) | | |
| Total | \$ | - |
| Choice of Shipping: | | Indicate Method (X): |
| Shipping: | UPS Standard Ground | |
| | UPS Second Day | |
| | FedEx | |
| Special Instructions: | | |
| | | |
| Shipping Information: | | |
| Shipping Order # | | |
| Shipping Co./Tracking # | | |
| Date Shipped | | |
| Shipping & Handling | | |
| Group B: Small \$ | Group B: Medium \$ | Group B: Large \$ |
| Bow Coasters Fuchsia/Blue | Qty. Ordered | Qty. Shipped |
| w/ ribbon bow gold-plated - small | | |
| w/ ribbon bow gold-plated - medium | | |
| w/ ribbon bow gold-plated - large | | |
| w/ ribbon bow nickel-plated - small | | |
| w/ ribbon bow nickel-plated - medium | | |
| w/ ribbon bow nickel-plated - large | | |
| Sales Aids | | |
| Motif Palette | Qty. Ordered | Qty. Shipped |
| Product Gift Handbag | | |
| Promotional Materials (pkg) | | |
| Total Coaster units ordered: | | Difference |
| Total Coaster units shipped: | | |
| Explanation: | | |
| | | |
| Order Cost: | | |
| Type | Quantity | Total |
| Coaster Sets Small | | \$ - |
| Coaster Sets Medium | | \$ - |
| Coaster Sets Large | | \$ - |
| Sub-total for Coaster sets | | \$ - |
| Sub-total for Sales Aids | | \$ - |

PACKING / SHIPPING LIST

ClicClac® Coaster Sets

Do not enter or change information in any of the fields below.



| ClicClac® Contact Information | | |
|----------------------------------|--|-------------------|
| Sales Rep: | Doris Taussig | |
| Sales Rep email: | Office@ClicClac.US | |
| Remit Payment to: | ClicClac® | |
| | Nelkengasse 8/7 | |
| | 1060 Vienna / Austria / Europe | |
| Phone: | (+) 43 1 961 9191 | |
| Fax: | (+) 43 1 961 0187 | |
| Email: | Office@ClicClac.US | |
| Customer Information | | |
| Customer Name | | |
| Cell phone # | | |
| Office phone # | | |
| Fax # | | |
| Email | | |
| Shipping Address: | | |
| Shipping Address continued | | |
| City, State, Zip | | |
| Billing Address: | | |
| City: | | |
| State: | | |
| Zip: | | |
| Group A: Small \$ | Group A: Medium \$ | Group A: Large \$ |
| Musical Coasters Red/Black | Qty. Ordered | Qty. Shipped |
| w/ note nickeled - small | | |
| w/ note nickeled - medium | | |
| w/ note nickeled - large | | |
| w/ note gold-plated - small | | |
| w/ note gold-plated - medium | | |
| w/ note gold-plated - large | | |
| w/ clef nickeled - small | | |
| w/ clef nickeled - medium | | |
| w/ clef nickeled - large | | |
| w/ clef gold-plated - small | | |
| w/ clef gold-plated - medium | | |
| w/ clef gold-plated - large | | |
| w/ violin nickel-plated - small | | |
| w/ violin nickel-plated - medium | | |
| w/ violin nickel-plated - large | | |
| Teddy Bear Coasters Blue/Orange | Qty. Ordered | Qty. Shipped |
| w/ bear nickel-plated - small | | |
| w/ bear nickel-plated - medium | | |
| w/ bear nickel-plated - large | | |
| w/ bear gold-plated - small | | |
| w/ bear gold-plated - medium | | |
| w/ bear gold-plated - large | | |
| Cat Coasters Black/Fuchsia | Qty. Ordered | Qty. Shipped |
| w/ cat silver-plated - small | | |
| w/ cat silver-plated - medium | | |
| w/ cat silver-plated - large | | |
| w/ cat silver-plated - small | | |
| w/ cat silver-plated - medium | | |
| w/ cat silver-plated - large | | |
| Sun Coasters Orange/Red | Qty. Ordered | Qty. Shipped |
| w/ sun silver-plated - small | | |
| w/ sun silver-plated - medium | | |
| w/ sun silver-plated - large | | |
| w/ sun gold-plated - small | | |
| w/ sun gold-plated - medium | | |
| w/ sun gold-plated - large | | |

| Order Information: | | |
|--------------------------------------|---------------------|----------------------|
| Order Number: | | |
| Date: | | |
| Customer PO # | | |
| Payment Due By: | | |
| Order Details | | |
| Group A | Cost/Unit | Quantity |
| Set small - 4 coasters | | |
| Set medium - 8 coasters | | |
| Set large - 12 coasters | | |
| Group B | Cost/Unit | Quantity |
| Set small - 4 coasters | | |
| Set medium - 8 coasters | | |
| Set large - 12 coasters | | |
| Sales Aids: | | |
| Motif Palette | \$ | - |
| Product Gift Handbag | \$ | 0,50 |
| Promotional Materials (pkg) | \$ | - |
| Total | \$ | - |
| Choice of Shipping: | | Indicate Method (X): |
| Shipping: | UPS Standard Ground | |
| | UPS Second Day | |
| | FedEx | |
| Special Instructions: | | |
| | | |
| Shipping Information: | | |
| Shipping Order # | | |
| Shipping Co./Tracking # | | |
| Date Shipped | | |
| Shipping & Handling | | |
| Group B: Small \$ | Group B: Medium \$ | Group B: Large \$ |
| Bow Coasters Fuchsia/Blue | Qty. Ordered | Qty. Shipped |
| w/ ribbon bow gold-plated - small | | |
| w/ ribbon bow gold-plated - medium | | |
| w/ ribbon bow gold-plated - large | | |
| w/ ribbon bow nickel-plated - small | | |
| w/ ribbon bow nickel-plated - medium | | |
| w/ ribbon bow nickel-plated - large | | |
| Sales Aids | | |
| | Qty. Ordered | Qty. Shipped |
| Motif Palette | | |
| Product Gift Handbag | | |
| Promotional Materials (pkg) | | |
| Total | | |
| Total Coaster units ordered: | | Difference |
| Total Coaster units shipped: | | |
| Explanation: | | |
| Order Cost: | | |
| Type | Quantity | Total |
| Coaster Sets Small | | \$ - |
| Coaster Sets Medium | | \$ - |
| Coaster Sets Large | | \$ - |
| Sub-total for Coaster sets | | \$ - |
| Sub-total for Sales Aids | | \$ - |

Order Form For: ClicClac® Motif with Corner

Please FAX / E-Mail back to: XXX-XXX-XXXX / Office@ClicClac.US
Please enter / change information in the yellow fields only !



| ClicClac® Contact Information | |
|-------------------------------|--------------------------------|
| Sales Rep: | Doris Taussig |
| Sales Rep email: | Office@ClicClac.US |
| Remit Payment to: | ClicClac® |
| | Nelkengasse 8/7 |
| | 1060 Vienna / Austria / Europe |
| Phone: | (+ 43 1 961 9191 |
| Fax: | (+ 43 1 961 0187 |
| Email: | Office@ClicClac.US |

| Customer Information | |
|----------------------------|--|
| Customer Name | |
| Cell phone # | |
| Office phone # | |
| Fax # | |
| Email | |
| Shipping Address: | |
| Shipping Address continued | |
| City, State, Zip | |
| Billing Address: | |
| City: | |
| State: | |
| Zip: | |

| Group A (S \$; M \$) | Qty. Ordered | Qty. Shipped |
|--------------------------------------|--------------|--------------|
| heart nickel-plated w/ small corner | | |
| heart nickel-plated w/ medium corner | | |
| bow nickel-plated w/ small corner | | |
| bow nickel-plated w/ medium corner | | |
| star nickel-plated w/ small corner | | |
| star nickel-plated w/ medium corner | | |
| arrow nickel-plated w/ small corner | | |
| arrow nickel-plated w/ medium corner | | |
| dog nickel-plated w/ small corner | | |
| dog nickel-plated w/ medium corner | | |

| Group B (S \$; M \$) | Qty. Ordered | Qty. Shipped |
|---|--------------|--------------|
| heart gold-plated w/ small corner | | |
| heart gold-plated w/ medium corner | | |
| bow gold-plated w/ small corner | | |
| bow gold-plated w/ medium corner | | |
| star gold-plated w/ small corner | | |
| star gold-plated w/ medium corner | | |
| owl gold-plated w/ small corner | | |
| owl gold-plated w/ medium corner | | |
| owl nickel-plated w/ small corner | | |
| owl nickel-plated w/ medium corner | | |
| butterfly antique silver w/ small corner | | |
| butterfly antique silver w/ medium corner | | |
| music note gold-plated w/ small corner | | |
| music note gold-plated w/ medium corner | | |
| music note nickel-plated w/ small corner | | |
| music note nickel-plated w/ medium corner | | |
| horse gold-plated w/ small corner | | |
| horse gold-plated w/ medium corner | | |
| horse nickel-plated w/ small corner | | |
| horse nickel-plated w/ medium corner | | |

| Group C (S \$; M \$) | Qty. Ordered | Qty. Shipped |
|---------------------------------------|--------------|--------------|
| clef gold-plated w/ small corner | | |
| clef gold-plated w/ medium corner | | |
| clef nickel-plated w/ small corner | | |
| clef nickel-plated w/ medium corner | | |
| violin gold-plated w/ small corner | | |
| violin gold-plated w/ medium corner | | |
| violin nickel-plated w/ small corner | | |
| violin nickel-plated w/ medium corner | | |
| sunshine gold-plated w/ small corner | | |
| sunshine gold-plated w/ medium corner | | |
| sun antique silver w/ small corner | | |
| sun antique silver w/medium corner | | |

| Order Information: | | |
|--------------------|--|--|
| Order Number: | | |
| Date: | | |
| Customer PO # | | |
| Payment Due By: | | |

| Order Details: | Group | Cost/Unit | Quantity |
|----------------|-------|-----------|----------|
| Group A small | | | |
| Group A medium | | | |
| Group B small | | | |
| Group B medium | | | |
| Group C small | | | |
| Group C medium | | | |
| Group D small | | | |
| Group D medium | | | |
| Group E small | | | |
| Group E medium | | | |

| Choice of Shipping: | Indicate Method (X): |
|---------------------|----------------------|
| Shipping: | UPS Standard Ground |
| | UPS Second Day |
| | FedEx |

| | |
|-----------------------|--|
| Special Instructions: | |
|-----------------------|--|

| Shipping Information: | | |
|-------------------------|--|--|
| Shipping Order # | | |
| Shipping Co./Tracking # | | |
| Date Shipped | | |
| Shipping & Handling | | |

| Group C (continued) | Qty. Ordered | Qty. Shipped |
|---|--------------|--------------|
| cat gold-plated w/ small corner | | |
| cat gold-plated w/ medium corner | | |
| cat antique silver w/ small corner | | |
| cat antique silver w/medium corner | | |
| teddy bear gold-plated w/ small corner | | |
| teddy bear gold-plated w/ medium corner | | |
| butterfly gold-plated w/ small corner | | |
| butterfly gold-plated w/ medium corner | | |
| ribbon bow gold-plated w/ small corner | | |
| ribbon bow gold-plated w/ medium corner | | |
| ribbon bow nickel-plated w/ small corner | | |
| ribbon bow nickel-plated w/ medium corner | | |

| Group D (S \$; M \$) | Qty. Ordered | Qty. Shipped |
|--|--------------|--------------|
| horse gold-plated/crystals w/ small corner | | |
| horse gold-plated/crystals w/ medium corner | | |
| swan nickel-plated/crystals w/ small corner | | |
| swan nickel-plated/crystals w/ medium corner | | |

| Group E (S \$; M \$) | Qty. Ordered | Qty. Shipped |
|---|--------------|--------------|
| bird of paradise nickel-plated w/ small corner | | |
| bird of paradise nickel-plated w/ medium corner | | |
| fish gold/red crystals w/ small corner | | |
| fish gold/red crystals w/ medium corner | | |
| teddy bear gold/crystals w/ small corner | | |
| teddy bear gold/crystals w/ medium corner | | |

| Sales Aids | Qty. Ordered | Qty. Shipped |
|--------------------------------------|--------------|--------------|
| Motif Palette | | |
| Product Gift Handbag | | |
| Promotional Materials (pkg) | | |
| Total | | |
| Total Motif w/ corner units ordered: | | Difference |
| Total Motif w/ corner units shipped: | | |
| Explanation: | | |

| Order Cost: | | |
|-------------------------------|----------|-------|
| Type | Quantity | Total |
| Motifs w/ small corner | | \$ - |
| Motifs w/ medium corner | | \$ - |
| Sub-total for motifs w/corner | | \$ - |



Invoice No.

INVOICE

| | | |
|-----------------|-----------------------------|--------------------------|
| Customer | Billing Address | Misc |
| Name | _____ | Invoice date |
| Address | _____ | Order No. |
| City | _____ State _____ ZIP _____ | Rep <u>Doris Taussig</u> |
| Phone | | Terms: |

| Qty | Description | Unit Price | TOTAL |
|-----|----------------------------------|------------|-------|
| - | Coaster Sets Small (Group A) | \$ - | \$ - |
| - | Coaster Sets Medium (Group A) | \$ - | \$ - |
| - | Coaster Sets Large (Group A) | \$ - | \$ - |
| - | Coaster Sets Small (Group B) | \$ - | \$ - |
| - | Coaster Sets Medium (Group B) | \$ - | \$ - |
| - | Coaster Sets Large (Group B) | \$ - | \$ - |
| - | Clic-on Framing (Group A) | \$ - | \$ - |
| - | Clic-on Framing (Group B) | \$ - | \$ - |
| - | Clic-on Framing (Group C) | \$ - | \$ - |
| - | Motif w/ small corner (Group A) | \$ - | \$ - |
| - | Motif w/ medium corner (Group A) | \$ - | \$ - |
| - | Motif w/ small corner (Group B) | \$ - | \$ - |
| - | Motif w/ medium corner (Group B) | \$ - | \$ - |
| - | Motif w/ small corner (Group C) | \$ - | \$ - |
| - | Motif w/ medium corner (Group C) | \$ - | \$ - |
| - | Motif w/ small corner (Group D) | \$ - | \$ - |
| - | Motif w/ medium corner (Group D) | \$ - | \$ - |
| - | Motif w/ small corner (Group E) | \$ - | \$ - |
| - | Motif w/ medium corner (Group E) | \$ - | \$ - |
| - | Sales Aid Motif Palette | \$ - | \$ - |
| - | Sales Aid Product Gift Handbag | \$ 0,50 | \$ - |
| - | Sales Aid Promotional Materials | \$ - | \$ - |
| | SubTotal | \$ - | \$ - |

| | |
|----------------|-------------------|
| Payment | Click here |
| Comments | _____ |
| Name | _____ |
| CC # | _____ |
| Expires | _____ |

| | |
|---------------------|-------------|
| Tax Rate(s) | |
| Shipping & Handling | \$ - |
| TOTAL | \$ - |

Office Use Only

*ClicClac Design D. Taussig
Nelkengasse 8/7, 1060 Vienna / Austria / Europe*