



# Order Form: APEX 2015 ADDITIONAL Certificates

Your chance to give a "pat on the back"  
to deserving staff, freelancers and vendors.

If you won an APEX 2015 Award (or Awards), you may want to order **additional** award certificates—for yourself, or for other staff, departments or organizations, vendors and freelancers who helped produce the winning entries.

To place your order for extra certificates, simply fill out this form. **Make sure to type or print clearly.**

**1.** Clearly type or print the EXACT wording you'd like for additional certificates—names, titles, company, etc.

 **Best method:** Attach photocopies of your original certificate(s) with changes marked.

**2.** Here is the copy for my additional certificates order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sample Certificate Copy:**

Most Improved Newsletters (entry category)  
The Ace Reporter (entry title)  
Judy Smith (name of staff person)  
Publications Manager (job title)  
Ace Software, Inc. (name of organization)

**3.** Enclosed is my certificate order for:

Qty: \_\_\_\_\_ APEX 2015 Award of Excellence certificates.

Qty: \_\_\_\_\_ APEX 2015 Grand Award certificates.

\_\_\_\_\_ Total # of certificates @ \$ \_\_\_\_\_ each = \$ \_\_\_\_\_

Note: **Overseas** orders: Add \$20 per order \$ \_\_\_\_\_  
(\$20 covers the shipping cost for any number of certificates in a single order.) \$ \_\_\_\_\_

(total enclosed)

Cost: \$15 each\* (Until October 1, 2015)  
\$18 each\* (From October 2 on)

**4.** Payment must accompany order.

Check enclosed (in U.S. funds, drawn on a U.S. bank)

Charge my  Visa  MasterCard  American Express

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

Name on card: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Signature: \_\_\_\_\_

**5.** Mail my certificate(s) to:

**Clearly** write your mailing address, or attach your business card. We'll mail your certificates to the **exact** address you provide.

**Name:** \_\_\_\_\_

**Org:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State-Prov./Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**6.** Mail this order form, with payment, to:

APEX 2015 Additional Certificates  
Communications Concepts, Inc.  
7481 Huntsman Blvd., #720  
Springfield, VA 22153-1648

Or **fax** this order form with your credit card order to:  
**703/643-2329** (secure fax machine)

**NOTE!** Certificate orders cannot be phoned in. To ensure accuracy, they must be mailed or faxed. Payment must accompany orders. Please allow 2 to 3 weeks for delivery.

Note: All APEX 2015 Award Winners received one (1) certificate at no charge for each winning entry. Each included the name of the person(s) and/or organization as it appeared on your entry form. Use this form to order *additional* certificates.

\* (Includes mailing via 1st Class Mail)