

Services Order Form

COLORADO SPRINGS CONVENTION & VISITOR BUREAU

Scan or fax this form back to: 719-635-4968 or Miriam@VisitCOS.com

TO: Ms. Miriam Piper, Convention Services Manager
(P) 719-685-7626 (F) 719-635-4968
515 S. Cascade, Colorado Springs, CO 80903
Miriam@VisitCOS.com

FROM: Name: _____ Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____ Fax: () _____
Email: _____

RE: Future Meeting Name: _____
Dates: _____
Hotel: _____ Estimated Attendance: _____

SHIPPING: We provide free delivery to any property in the Colorado Springs area as well as offer pick-up here at the CVB. If you would like the material shipped to your address ahead of time, please provide a Fed-Ex or UPS number here _____

Services Available

	Quantity?
LITERATURE: Visitors Guide-complimentary.....complimentary	_____
Lure Brochure (photo rack brochure).....complimentary	_____
Downtown Brochure.....complimentary	_____
Lip Balm.....complimentary	_____

	Quantity?
PROMOTIONAL ITEMS: White poly-bags with CVB logo.....complimentary	_____
Colorado Springs Poster..... \$2.50 ea plus tax	_____
Colorado Springs Lapel Pins..... \$1.00 ea plus tax	_____

Please check the box...

WELCOME LETTERS: One original letter from:
 Mayor of Colorado Springs
 President/CEO of the CSCVB
 Governor of Colorado

MEDIA KIT: E-photo website directions
 Facts & trivia on Colorado Springs

REFERRALS: Special recommendations for photographers, caterers, off-site events, tour companies, gift referrals, DMCs, decorators, A/V, dinners, spouse entertainment, etc. (Please circle your preference)