

Visit Colorado Springs  
**SERVICES  
 ORDER FORM**



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 Email to [Holly@VisitCOS.com](mailto:Holly@VisitCOS.com)

OR PRINT OUT AND FAX TO (719) 635.4968  
 Ms. Holly Taylor, Group Services Coordinator | (719) 685.7626  
 515 S. Cascade, Colorado Springs, CO 80903

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Dates: \_\_\_\_\_

Hotel: \_\_\_\_\_

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

\_\_\_\_\_

**SERVICES AVAILABLE** (Please note - these items are not assembled) Quantity:

<b>LITERATURE:</b>	Official Visitors Guide	complimentary	_____
	LURE Brochure	complimentary	_____
	Downtown Brochure	complimentary	_____
	Dining and Shopping Guide	Up to 200	_____
<b>PROMOTIONAL ITEMS:</b>	CVB Logo Poly-Bags	complimentary	_____
	Lip Balm	complimentary	_____
	Colorado Springs Lapel Pins	\$2 each + tax	_____
	Colorado Springs Poster	\$2.50 each + tax	_____

- REFERRALS:**
- Photographers     Florists     Musicians     Caterers     Decorators     DJ's
  - Memoirs of Life Events     Rehearsal Locations     Reception Locations
  - Transportation     Guest Lodging Assistance

\*\*\*If the boxes are not in your registration area, be sure to check with your CSM on the delivery from Visit Colorado Springs\*\*\*