

1 SHIP TO

Customer Number (see mailing label) _____
 Name _____
 Title _____
 Department _____
 Organization _____
 Street (No P.O. Boxes) _____
 City _____ State _____ Zip _____
 Phone _____ - _____ - _____ FAX _____ - _____ - _____
 E-mail _____
 Check here if you DO NOT want to receive e-mail promotions & offers.





BILL TO (complete only if different from SHIP TO)

Name _____
 Title _____
 Department _____
 Organization _____
 Street or P.O. Box _____
 City _____ State _____ Zip _____
 Phone _____ - _____ - _____ FAX _____ - _____ - _____
 E-mail _____
 Check here if you DO NOT want to receive e-mail promotions & offers.
 Tax Exemption Number _____
 Contract/Quote/Bid Number _____

2 METHOD OF PAYMENT

Purchase Order
 P.O. # _____ Date _____
 Authorizing Signature _____
 Confirming Order
 Bill Existing Account
 Credit Card* (fill out information at right)
 Check Enclosed (prepaid orders)
 Open New Account

CREDIT CARD INFORMATION

*For credit card orders, the "Bill To" address must be the address on your statement.
  Visa  MasterCard  American Express  Discover

 Account Number _____ Expiration Date _____

 Cardholder's Organization (if applicable) _____

 Cardholder's Name _____

 Authorizing Signature _____

 Street or P.O. Box (must match card's billing address) _____

 City _____ State _____ Zip _____

3

Item Number	Product Description	Quantity	Color/Style	Unit Price	Total Price

4 DELIVERY INSTRUCTIONS

TO ENSURE PROMPT DELIVERY, CHECK APPLICABLE BOXES BELOW:
 Stock Items (Check for rush delivery)
 Overnight delivery*
 Second Day delivery*
 Items Shipping by Truck (Check required services)
 Deliver between: _____ & _____
 Standard Delivery Service: End of truck delivery onto your receiving dock only.
 Deluxe Delivery Service: Inside first set of doors with liftgate service.*
 Call before delivery*
 Contact Name _____ Contact Phone Number _____
 *Additional charges will apply, call 800.603.3536 for details.

SUBTOTAL	_____
APPLICABLE SALES TAX	_____
ESTIMATED SHIPPING CHARGES <i>(Actual shipping charges will be billed)</i>	_____
TOTAL	_____

Thank you!

Promotional Code:

 Enter TLS Coupon #,
 Co-op # or Bid #

