



ORDER FORM

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.

2. 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 _____

3. 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

4. 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 _____

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

5. 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 #

