

<b>Ordered By:</b>	<b>Ship To:</b> ÿ mark if same
Company:	
Person:	
Address:	
Phone:	
Fax:	
E-mail:	

<b>Payment by credit card:</b>		<b>For Purchase Orders:</b>	
Card holder		PO #	
Card Number		We need your standard credit sheet with 3 trade references, bank with contact and account number and your payables dept information to process open accounts..	
Expiration date			
Type of Card			

Part number	Description	Brand	Quantity	Price each

<b>Sales Tax unless resale or exempt:</b>		<b>Freight:</b>	
Taxable at standard rate		Collect:	Prepay and Add:      Quoted:
Taxable at special rate	Attach form	If collect specify Carrier:	
Resale	Attach form	If quoted attach my quote:	
Exempt	Attach form	Priority→ Next Day_____	2nd Day_____
Government Exempt	_____Initial	3 day_____	Ground _____

<b>Lead time requirements –</b>	
remember time to get in-house is the factory’s time to get to their dock plus transit time of carrier. let me know your time frame and I will get back to you with feasibility of meeting it and if extra costs are involved. Some products ship same day, some are 7 weeks. We will work with you on lead time.....	
Critical item -Must be in-house at any cost by	Date by _____ Weeks from now _____
Important but not Critical but would like by	Date by _____ Weeks from now _____
Cost major consideration-no rush- in-house by	Date by _____ Weeks from now _____