

Order Date: _____ Please photocopy this page! Please use pen to complete this form.

BILL TO: Customer # Organization Name Contact Name Mailing Address City Province Postal Code Phone Fax <input type="checkbox"/> Email Invoice? Email Address Purchase Order # Tax Exempt # <input type="checkbox"/> Certificate Attached <input type="checkbox"/> Enclose Additional Order Forms <input type="checkbox"/> Enclose New Catalogue	SHIP TO: Same as BILL TO: <input type="checkbox"/> Organization Name Contact Name Shipping Address City Province Postal Code Phone Fax Contact Email Address Shipping Information Required: Open Days: Mon Tues Wed Thurs Fri Open Hours: _____ Days/Times Not Available for Delivery: _____ Special Delivery Instructions: <input type="checkbox"/> Pick Up Order (we will contact you when ready)
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Item Number	Colour	Quantity Ordered	Item Description	Item Price	Total Price

PAYMENT METHOD: (CHECK ONE) <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Cheque <input type="checkbox"/> On Account Credit Card # _____ Expiry Date _____ CVV _____ Print Cardholder Name _____ Authorized Signature _____	Total this page Total page 2 Total page 3 Total page 4 Shipping if applicable: Subtotal: <i>This order does not include any element of tax. Applicable tax will be calculated and added.</i>
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