

INVOICE MAILING ADDRESS ("PAID" INVOICE MAILED HERE)		PHYSICAL SHIP TO ADDRESS (PO BOXES NOT ACCEPTED)	
*Company Name:		*Company Name:	
*Address:		*Address:	
*City:	*State:	*City:	*State:
*Postal Code:	*Country:	*Postal Code:	*Country:
*Buyer's Name:		*Contact Name:	
*Buyer's Phone Number:		*Phone Number:	
*Buyer's Email Address:		*Please indicate type of address: Business      Residential	

CREDIT CARD INFORMATION			
*Name as it appears on the credit card:			
*Credit Card Number (Visa or MasterCard only)		*Expiration Date: / (mm/yy)	*3-digit security code from the back of the card:
*Card holder's phone number:		*Card holder's email address:	
*Card billing address:			
*City:	*State:	*Postal Code:	*Country:
I'd prefer someone call me for credit card details		Best time to call:	Time Zone:

PLEASE INDICATE THE ITEMS YOU WOULD LIKE TO ORDER If you received a quotation please attach in lieu of inputting each item below				
Part #	Description	Qty	Unit price (USD)	Line item total
<b>Sub-Total</b>				

Please indicate any special instructions (i.e. preferred method of shipment, your internal reference number):

**Shipping and handling** charges will be prepaid and added to your order. Shipments will be made via the most economical method possible, unless otherwise specified.

Item numbers 10-850 and 10-950 are perishable and shipped on ice. Shipments for these two items will be processed via overnight service and only accepted for ship to addresses within the Continental U.S.A. The shipping charge for each of these items is \$100.

**Sales tax** will be added where applicable. If you are exempt from taxes please include resale or exemption certificate with your order.

**Minimum Orders:** There is a \$50 minimum order charge.

**Returns Policy:** All returns must have prior written Return Material Authorization (RMA). To request an RMA please [contact us](#). Returns requested within 45 days of receipt of product will be subject to a 20% restocking fee, Returns requested after 45 days and before 90 days of receipt of product will be subject to a 30% restocking fee. No Returns after 90 days will be accepted. RMAs are not issued for consumables.

**Cancellations:**  
Requests for cancellation or for suspension of production must be in writing and referred to our office. Cancellations are subject to fees of 10% of order value plus customization fee, if applicable.

FOR INTERNAL USE ONLY

ORDER APPROVAL

SALES	DATE
FINANCE	DATE
OPERATIONS	DATE

CUST KEY: \_\_\_\_\_ SHIP VIA: \_\_\_\_\_

TYPE: \_\_\_\_\_ SHIP ON: \_\_\_\_\_

Order Entry Use Only:

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_