

# MAIL-IN ORDER FORM



300 CAMPUS DRIVE • AURORA, OH 44202

TEL: 888-937-2723 (U.S. Orders Only)  
 TEL: 330-562-3500 (All other business)  
 FAX: 800-292-4916 (U.S. Orders Only)  
 FAX: 330-562-3507 (All other business)

DATE OF THIS ORDER

MO.	DAY	YEAR

YOUR PURCHASE ORDER NO.

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FAST SERVICE NUMBER

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**Credit Card**  
**Bill To Address** \_\_\_\_\_  
**Street** \_\_\_\_\_  
**Floor/Apt. Number** \_\_\_\_\_  
**City** \_\_\_\_\_  
**State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Daytime Phone (\_\_\_\_\_)** \_\_\_\_\_

<b>DO NOT WRITE IN THIS AREA</b>											
DT						ORD					
CASH		CR. CD	CHG	REP							
RCVD.						BDU					
CM						INV.#					

**Name - Please Print** \_\_\_\_\_

Fill In **ONLY** if different than **BILL TO** address.  
**Ship To** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_  
**State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**PLEASE PRINT**                      **USE SEPARATE LINE FOR EACH ITEM AND COLOR**                      **PLEASE PRINT**

Quantity	Stock No.	Description	Unit Price	Total Price
			<b>Page 1 SUBTOTAL</b>	

**PLEASE PRINT**

**USE SEPARATE LINE FOR EACH ITEM AND COLOR**

**PLEASE PRINT**

Quantity	Stock No.	Description	Unit Price	Total Price

**Page 2 SUBTOTAL**

**For CREDIT CARD Payment please fill in below:**

Please Note: We do not accept PREPAID Cash or Debit Cards from MasterCard, Visa or Discover as payment.

Please Circle Card of Choice



Credit Card No.	Card Expires	Month	Year
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Card Holder's Signature
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**\*Ohio Residents Only** are subject to a Sales Tax based on county of residence unless a valid Resale Number is furnished to us.

Resale Number
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**Enter Your Order Totals Here  
DO NOT SEND CASH**

Subtotal from Page 1	+		
Subtotal from Page 2	+		
Merchandise Total	=		
Shipping Charges See Chart/ Notes Below	+		
Handling \$3.95 if Applicable - See Below Left	+		
*Sales Tax - Ohio Res. See Note at left	+		
Add any balance due from previous orders.	+		
Total Amount Due	=		
Less Enclosed Credits	-		
<b>GRAND TOTAL</b>			
<b>PAYMENT SENT IN WITH ORDER</b>			

**SHIPPING CHARGE NOTES FOR MAIL-IN ORDERS:**

- For orders of **\$274.99 net in merchandise or less** and for delivery **within the contiguous U.S.** using STANDARD GROUND SERVICE apply an amount from the Shipping Chart shown at right based on the value of your order. *Please Note:* We ship Best Way, but you may choose UPS exclusively when you check out. However, this will require an extra fee of \$2.00.
- For orders **Over \$274.99 net in merchandise** add an amount equal to 15% of the total of your merchandise. Any overage will be refunded.
- The following types of Shipping are **not eligible** for the Shipping Rates shown at right and will be charged ACTUAL shipping cost plus a \$3.95 Handling Charge:
  - Any *Accelerated* Shipping Option such as Next Day, 2nd Day, Priority, Expedited, etc.
  - Any customer outside the contiguous U.S. - including Alaska, Puerto Rico, Guam, Foreign, etc.
  - Any order requiring Drop-Shipment from the supplier. However, if your order is a combination of Stocked Items *and* Drop-Shipped items we will use the Shipping Rate Chart for Stocked items if their value is less than \$274.99 net and we will also add shipping charges for any Drop-Shipped items that do not already include the cost of shipping in them.

**DELIVERY SIGNATURE REQUIRED:** For orders \$300.00 or more - To ensure that your order arrives safely we require that someone 18 years of age or older sign for your order when it is delivered. (No fee is added for this service.) On orders less than \$300.00 you can choose whether to sign for your order or not. If you do not sign for your order and UPS or USPS shows that it was delivered to the address you indicated on your order, we will refuse any claim of non-delivery, theft or other failure to receive your package.

**PROCESSING:** Orders normally leave our facility within 1-2 days after receipt by us. Debit Cards require an extra day of processing. Foreign Orders leave within 4-5 days. During peak holiday periods these times may be extended slightly.

**PLEASE NOTE: Shipping Rates are subject to change without notice.**

**MINIMUM MERCHANDISE ORDER IS  
\$10.00 NET IN CONTIGUOUS U.S. &  
\$25.00 OUTSIDE CONTIGUOUS U.S.  
EXPORT ORDERS ARE A MINIMUM  
\$100.00 NET.**

For orders LESS than \$10.00 ADD \$7.50 Service Charge in addition to Shipping and Handling.

**SHIPPING & HANDLING  
RATE CHART**

**CONTIGUOUS U.S. ONLY**

Merchandise Total	ADD
\$10.00 - \$24.99 .....	\$7.65
\$25.00 - \$34.99 .....	\$10.40
\$35.00 - \$49.99.....	\$14.20
\$50.00 - \$74.99.....	\$15.80
\$75.00 - \$99.99 .....	\$16.95
\$100.00 - \$124.99.....	\$18.40
\$125.00 - \$149.99 .....	\$20.10
\$150.00 - \$174.99 .....	\$21.80
\$175.00 - \$199.99.....	\$23.30
\$200.00 - \$224.99.....	\$27.00
\$225.00 - \$249.99.....	\$31.30
\$250.00 - \$274.99.....	\$34.30

**INSURANCE:** All orders are insured. For orders from \$100.00 to \$274.99 there will be an additional charge of \$3.15 to cover the insurance. For orders of \$275.00 or more or for shipments outside the continental U.S. the charge for insurance coverage is calculated at the time of shipment and added to your order.