

# ORDER FORM

PURCHASE ORDER NO.

DATE

\_\_\_\_/\_\_\_\_/\_\_\_\_



126 Thirty First Street • Brooklyn, New York 11232  
(718) 788-0030 • Outside N.Y.C. (800) 788-5250 • Fax (718) 788-1089  
Visit Our Website at: www.gramcoonline.com

Fax 24 hours a day **FAX ORDER FORM** Fax 24 hours a day

**BILL TO:** \_\_\_\_\_ **ATTENTION TO:** \_\_\_\_\_

**STREET:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**SHIP TO:** \_\_\_\_\_ **ATTENTION TO:** \_\_\_\_\_

**STREET:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE#:** ( \_\_\_\_\_ ) \_\_\_\_\_ **ORDER NEEDED (Date):** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **AUTHORIZED BY:** \_\_\_\_\_

### ORDERING INFORMATION

**PRICES** • Prices stated are FOB our plants except where otherwise noted. All prices are subject to change because of possible manufacturer price increases. In the event of a significant price increase, we will notify you before processing your order.

#### SHIPPING CHARGES

- Minimum order \$25.00. Orders to any educational facility in New York City over \$300.00 will be shipped pre-paid, excluding Master Locks, furniture and special imprinted items. On orders less than \$300.00, freight charges will be added to your invoice. Elsewhere, FOB NYC Warehouse.
- Overseas shipments subject to actual rates.
- When weight and/or or is indicated for a product, additional shipping charges may apply, please call for confirmation.
- When is indicated for a product, actual shipping charges will apply, please call for a quote.

**TERMS** • Net 30 days to schools and other authorized institutions. Payment must accompany orders from individuals.

**RETURNS** • Return authorization required for all returns; please provide invoice number when making request. A restocking fee may apply. All product being returned must be in its original packaging and in resellable condition.

QTY.	CATALOG PG. NO.	PRODUCT ITEM NO.	PRODUCT NAME/DESCRIPTION (Title, Color, Size, Number of Pages)	UNIT COST	EXTENDED COST (Quantity X Unit)

#### PAYMENT METHOD

OPEN ACCOUNT (per prior arrangement) CREDIT CARD:  MASTERCARD  VISA

NAME ON CARD (Please print clearly): \_\_\_\_\_

CARDHOLDER'S STREET ADDRESS: \_\_\_\_\_

CARD NO.

FOR OUT-OF-STOCK ITEMS, PLEASE:  
 Cancel item.  
 Substitute comparable item.  
 Backorder and send when available.

CVC Number (3 digits on back of card)

TOTAL THIS SIDE:	
TOTAL OTHER SIDE:	
TOTAL ORDER:	
SALES TAX: (if Applicable)	
SHIPPING CHARGES: (See Shipping Charges)	
TOTAL DUE:	

Expiration Date \_\_\_\_\_ Authorized Signature (required for purchase orders or credit charge) \_\_\_\_\_

**THANK YOU FOR YOUR ORDER!**

