



Requester Name \_\_\_\_\_  
 Title \_\_\_\_\_ E-mail \_\_\_\_\_  
 Phone# \_\_\_\_\_ Fax \_\_\_\_\_

**Phone: 800.238.8009**  
**Fax: 800.238.3117**

**Federal Tax ID#: 75-2986112**  
**Email: sales@acpdirect.com**

**Remit Orders To:**

**ACP Direct**  
**Catalog Division CAV-5**  
**P.O. 703168**  
**Dallas, TX 75370**

**NET 30 DAY TERMS**  
 P.O. # \_\_\_\_\_  
**ORDERS OVER \$300.00 MUST HAVE**  
**AN OFFICIAL P.O. ATTACHED**

**CREDIT CARD PAYMENT METHOD** CVV2 Code \_\_\_\_\_  
 Card# \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Name on Card \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**BILL TO:**  
 Institution \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Billing or A/P \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

**SHIP TO:**  
 Institution \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Confirmation Email \_\_\_\_\_

Item #	Quantity	Description	Heavy Item ✓	Page #	Unit Price	Total

UPS and FedEx drivers will deliver freight inside the building.  On standard truck deliveries, the driver will bring the freight to the back "tail" of the truck. You are responsible to offload merchandise. When placing an order, you may request inside delivery, liftgate, or notify before delivery at additional charges.	<b>Shipping Charges for Regular Items</b>	<b>Order Amount</b>	<b>Ground Rates</b>	Subtotal
		\$0-\$49.99	\$6.95	+ California Tax
<b>Shipping Charges for Heavy Items</b>  We notate <b>UPS</b> or <b>Truck</b> beside the part number to designate a heavy item	Shipping on heavy items range from 10-30% of the subtotal amount. If you are ordering by mail or fax and do not want to call or email us for shipping charges, you may estimate these costs at 20%. Please note: The 20% estimate may not reflect an accurate rate, as low dollar heavy items will be a higher percentage and high dollar volume orders will be a lower percentage. We encourage you to call for your shipping charges or visit <a href="http://www.acpdirect.com/shipping">www.acpdirect.com/shipping</a>	\$50-\$99.99	\$9.95	+ Regular Item Shipping
		\$100-\$199.99	\$13.95	+ Heavy Item Shipping (20%) Estimate
		\$200-\$499.99	\$17.95	Order Total =
		\$500+	\$6% of order	