



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.

Shipping Charges for Regular Items	Order Amount	Ground Rates
	\$0-\$49.99	\$6.95
	\$50-\$99.99	\$9.95
	\$100-\$199.99	\$13.95
	\$200-\$499.99	\$17.95
	\$500+	\$6% of order

Shipping Charges for Heavy Items

We notate **UPS** or **Truck** 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 www.acpdirect.com/shipping

Subtotal	
+ California Tax	
+ Regular Item Shipping	
+ Heavy Item Shipping (20%) Estimate	
Order Total =	