Requester Name _____ **Title** _____

E-mail _____ Phone _____ Fax _____

Phone: 800.238.8009 **Federal Tax ID#:** 75-2986112
Fax: 800.238.3117 **Email:** sales@acpdirect.com

We accept purchase orders from educational institutions

NET 30 DAY TERMS* P.O. #_____

Remit Mail Orders To: **ACP Direct - Catalog Division**
P.O. 703168
Dallas, TX 75370

***FOR ORDERS OVER $300.00 - PLEASE SEND AN OFFICIALLY SIGNED P.O.**

SHIP TO:

Institution: _____
Attention: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Confirmation Email:

BILL TO:

Institution: _____
Address: _____
City: _____ State: _____ Zip: _____
Billing or A/P
Contact: _____
Phone: Fax:

CREDIT CARD PAYMENT Card# _____ Exp Date _____
Name on Card _____ CVV2 Code _____
Billing Address _____ City _____ ST _____ Zip _____

Item #	Qty	Description	Heavy Item ✔	Page #	Unit Price	Total Price

Will you require inside delivery on Truck Orders? Yes No Do you have a loading dock? Yes No

This chart and any free shipping offers in this catalog are for the 48 contiguous states - AK and HI must call for quote.

UPS 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, (aka Driver Assist) lift gate, or notify before delivery at additional charges.

Shipping Charges for **Regular Items**

Order Amount	Ground Rates
$0-$49.99	$7.95
$50-$99.99	$10.95
$100-$199.99	$14.95
$200-$499.99	$18.95
$500+	$6% of order

Shipping Charges for **Heavy Items**

We notate **UPS** or **Truck** beside the part number to designate a heavy item (Primarily Furniture Items)

Shipping on heavy items will range from 18-30% of the subtotal amount. If you are ordering by mail or fax and do not want to call or e-mail us for a shipping quote, you may estimate these costs at 24%. Please note: The 24% estimate may not always reflect an accurate rate, as low cost heavy items will be a higher percentage and high cost volume orders could be a lower percentage. You may call us for your shipping charges or visit **www.acpdirect.com/shipping** to send us a quote request via e-mail.

Subtotal	
+ California Tax	
+ Regular Item Shipping	
+ Heavy Item Shipping (24%) Estimate	
Order Total =	