



**"For A Teacher By A Teacher"**

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**www.gaschoolsupply.com**

**Email: sales@gaschoolsupply.com**

**Store Hours: Mon-Fri 9:00-6:00 • Sat 10:00-5:00  
 Sun - Call for Hours**

# ORDER FORM

DATE  PURCHASE ORDER NO.  PLEASE INCLUDE COPY OF PO

BILL TO: \_\_\_\_\_

ATTENTION TO: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY • STATE • ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SHIP TO: \_\_\_\_\_  In-Store Pickup  
 (No P.O. Boxes Please)

ATTENTION TO: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY • STATE • ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ORDER NEEDED (Date): \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ (Signature and Position)

Residential  Business

### ORDERING INFORMATION

**WRITING THE ORDER** • To ensure accuracy and promptness in filling your order, be sure all categories on the order form are completed. If the information given is incomplete, it may be necessary to delay your order until we receive clarification.

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

**PRICES** • All prices are subject to change because of possible producer price changes. We bill at the producer's latest selling price. In case of a sizeable increase in prices, we shall notify you prior to shipment for confirmation.

**RETURNS** • Returns will not be accepted without prior authorization from us. A restocking fee may apply. When requesting authorization to make returns, please include billing invoice number. Materials being returned must be in saleable condition and should be insured, since you are responsible for all materials invoiced.

### SHIPPING CHARGES

- There is a minimum shipping charge of \$10.00.
- Overseas shipments are subject to actual U.S.P.O. rates.
- When weight and/or *+AS* is indicated for a product, additional shipping charges may apply, please call for confirmation or quote.

PRODUCT ITEM NO.	CATALOG PG. NO.	PRODUCT NAME/DESCRIPTION <i>(Title, Color, Size)</i>	QTY.	UNIT COST	EXTENDED COST <i>(Quantity X Unit)</i>

### PAYMENT METHOD

PURCHASE ORDER  CHECK OR MONEY ORDER \$ \_\_\_\_\_  
Amount Check or Money Order#

CREDIT CARD:  MASTERCARD  VISA  AMERICAN EXPRESS  DISCOVER

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

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

CVC Number (3 digits on back of card)

CARD NO.

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

Expiration Date

Authorized Signature (required for purchase orders or credit charge)

**THANK YOU FOR YOUR ORDER!**