



Bill to:

Company Name: _____

Bill to Address: _____

City, State, Zip: _____

Phone: _____ Fax _____

Attention: _____ Title: _____

Authorized Signature: _____

Ship to:

Company Name: _____

Bill to Address: _____

City, State, Zip: _____

Phone: _____ Fax _____

Attention: _____ Title: _____

Date: _____

PO #: _____

* If you send a check with the order, take a 2% discount.



Credit Card #: _____

Expiration Date: _____

Cardholder Signature: _____

Qty.	Item #	Page	Description/Size	Color	Unit Price	Total

Thank you 4 your order!

Contact us for special pricing on large orders.

If tax-exempt, please enclose tax-exempt certificate. Please review terms & conditions below at time of ordering.

Subtotal	
* -2% Discount	
Shipping charges	
Order total	

Terms & Conditions

Ordering

Call us toll-free at (888) 316-7572. Hours are Monday-Friday, 8:00 a.m. - 5:30 p.m. Central/Standard time. We offer three ways to order:

- Order online at: www.furniture4schools.com
- Fax your order to (210) 659-8238.
- Complete the order form above or send your own purchase order.
 Mail to: **Furniture 4 Schools**
P.O. Box 2816
Universal City, TX 78148

Color swatches are available upon request for wood, fabric, metal, and plastic.

Shipping

Our products are shipped directly from the factory to our customers. Freight costs are not included in unit prices. The shipping cost is determined by the ship to address and total weight of items ordered. Freight costs can be handled in two ways:

- Call us toll-free at (888) 316-7572 for an estimated freight rate. Please note freight estimates are subject to change.
- Freight costs will be pre-paid and added to invoice.

Payment

To better serve you, we offer three payment methods: 1. Credit card (Visa, Mastercard, Discover, or American Express) 2. Prepay by sending a check or money order payable to: Furniture 4 Schools 3. Credit will be extended to approved customers with standard terms of net 30 days.* * Please note that prepayment is required from individually owned organizations.

Unloading

All of our products are shipped with standard "tailgate delivery." The driver will bring the merchandise to the back of the truck. The customer is responsible for unloading merchandise.

For an additional charge, you may request:

- Inside Delivery: Customer must assist driver in unloading merchandise, which will be brought to the inside of the door.
- Delivery Notification: You may request to be notified of the date and time of delivery. When an order is ready for shipment, the terminal will call to arrange for a convenient time of delivery.

Lead Times

Lead times will vary by manufacturer and products. In stock items have been indicated where applicable. In stock items ship in 10-14 working days unless otherwise noted. During summer months, lead times may be extended due to the depletion of stock items. Please call our office at any time to check the status of your order.

Cancellations/Returns

A restocking fee and return freight charges may be billed to the customer's account for cancelling an order after it ships from the factory. For confirmation purposes, we will send the customer a cancellation notice, either by mail or fax. A Return Authorization (RA) number must be issued before returning any merchandise. A restocking fee and round trip freight charges may be incurred.

Damages/Claims/Shortages

It is the customer's responsibility to count and inspect the condition of the carton before signing the bill of lading (delivery receipt). Shortages and damaged cartons must be noted on this receipt. All claims, noted damages or concealed damages must be reported immediately. This will allow the customer to avoid any additional charges for replacing or returning items.