ORDER FORM

National Artcraft Co.
300 CAMPUS DRIVE • AURORA, OH 44202
TEL: 888-937-2723 (U.S. Orders Only)
TEL: 330-562-3500 (All other business)
FAX: 800-292-4916 (U.S. Orders Only)
FAX: 330-562-3507 (All other business)

DATE OF THIS ORDER: MO. ___ DAY ___ YEAR ___

YOUR PURCHASE ORDER NO. ___

FAST SERVICE NUMBER ___

DO NOT WRITE IN THIS AREA

DT			ORD			
CASH	C.O.D.	CR. CD	CHG	REP		
RCVD.			BDU			
CM			INV.#			

Sold To ___

Address ___

City ___

State ___ **Zip** ___ **Daytime Phone (** ___ **)** ___

Name - Please Print ___

Fill In **ONLY** if different than **SOLD TO** address.

Ship To ___

Address ___

City ___

State ___ **Zip** ___

PLEASE PRINT **USE SEPARATE LINE FOR EACH ITEM AND COLOR** **PLEASE PRINT**

Quantity	Stock No.	Description	Unit Price	Total Price

Page 1 SUBTOTAL ___

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PLEASE PRINT **USE SEPARATE LINE FOR EACH ITEM AND COLOR** **PLEASE PRINT**

Quantity	Stock No.	Description	Unit Price	Total Price

Page 2 SUBTOTAL

SHIPPING CHARGES:

- For **orders over $200 in merchandise net or less** and for delivery **within the contiguous U.S.** by UPS or USPS STANDARD GROUND SERVICE we apply an Shipping Charges based on the value of the merchandise ordered. See **Shipping Rate Chart** at right.
- For **orders over $200 in merchandise net** and for locations **outside the contiguous U.S.** include 10% of your total merchandise order *plus* a $3.95 Handling Charge. (Please note: We will refund any portion of the 10% that is above the actual cost of delivery.)
- If you mail in your order and want to pay by **Check or Money Order** please include the appropriate amount for Shipping as described at right.
- **C.O.D. Orders** are INCLUDED - but we will add the UPS C.O.D. charge of $9.00 to the appropriate Shipping Chart rate shown at right. Carriers do not accept Cash for C.O.D. payments. We cannot ship C.O.D. orders in excess of $100 to NEW customers or $400 to Established customers. We do not ship C.O.D. orders by Air Freight. No C.O.D.'s accepted outside the contiguous U.S. No more than one C.O.D. order in a 10 day period will be accepted from the same customer. Refused C.O.D. orders will not be reshipped.
- The following types of Shipping are **not eligible** for the Shipping Rates shown at right and will be charged ACTUAL shipping cost plus a $3.95 Handling Charge:
  - Any *Accelerated* Shipping Option such as Next Day, 2nd Day, Priority, Expedited, etc.
  - Any customer outside the contiguous U.S. - including Alaska, Puerto Rico, Guam, Foreign, etc.
  - Any order requiring Drop-Shipment from the supplier. However, if your order is a combination of Stocked Items *and* Drop-Shipped items we will use the Shipping Rate Chart for Stocked items if their value is less than $200 net. And we will also add shipping charges for any Drop-Shipped items that do not already include the cost of shipping in them.

PROCESSING: Orders normally leave our facility within 1-2 days after receipt by us. Debit Cards require an extra day of processing. Foreign Orders leave within 4-5 days. During peak holiday periods these times may be extended slightly.

SHIPPING & HANDLING RATE CHART

CONTIGUOUS U.S. ONLY

Merchandise Total	ADD
$0.00 - $29.99	$8.95
$30.00 - $49.99	$11.95
$50.00 - $74.99	$12.95
$75.00 - $99.99	$13.95
$100.00 - $124.99	$14.95
$125.00 - $149.99	$16.95
$150.00 - $174.99	$17.95
$175.00 - $200.00	$19.95

INSURANCE: is included for orders up to $99.99. But on orders from $100 to $200 there is an extra charge of $1.95 for the additional insurance required. **All orders of $200 or less are insured without exception.**

For credit card payment please fill in below.

Please Circle Card of Choice MasterCard VISA DISCOVER

Credit Card No.

Card Expires Month Year

Card Holder's Signature

***Ohio Residents Only** are subject to a Sales Tax based on county of residence unless a valid Resale Number is furnished to us.

Resale Number

Page 2 of 2 **Minimum Order $30.00 In Merchandise**

Enter Your Order Totals Here
DO NOT SEND CASH

Subtotal from Page 1	+	
Subtotal from Page 2	+	
Merchandise Total (Minimum $30.00)	=	
Shipping Charges See Shipping Chart above	+	
Handling $3.95 If Applicable - See above	+	
*Sales Tax - **Ohio Res.** See Note at left	+	
Add any balance due from previous orders.	+	
Total Amount Due	=	
Less Enclosed Credits	−	
GRAND TOTAL		
PAYMENT SENT IN WITH ORDER		