



**Order confirmations will be sent via phone or fax.**

**Please fill out the form in its entirety and fax to 302.846.9120. Call our Internet Sales Coordinator, Sunny Truitt, with any questions regarding order and product information, 302.846.9103.**

**Shipping Information**

Same as Billing Information  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Labeling on package (job name, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 Customer PO Number: \_\_\_\_\_

**Shipping Method:**

UPS Ground  
 UPS Next Day  
 UPS Second Day  
 UPS Third Day  
 Preferred Shipping Date: \_\_\_\_\_

**Billing Information**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Quantity	Item Number	Description	Price Each	Total

**Payment Options**

- I have an existing School Envirotrols account.
- \*\*I would like to open a School Envirotrols account.
- Visa
- Master Card
- American Express
- COD

**How did you hear about School Envirotrols?**

- I have previously purchased from School Envirotrols
- Referred from: \_\_\_\_\_
- Search Engine: \_\_\_\_\_
- I saw School Envirotrols at a trade show
- Other: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Name as it appears on credit card: \_\_\_\_\_  
 CID Number (last 3 digits on back of card): \_\_\_\_\_

**Credit Card Billing Address**

Same as Billing Information above.  
 Different than Billing Information above.  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Date Order Received:	_____
Received By:	_____
Date Order Shipped:	_____
Shipped By:	_____
Shipped Via:	_____
Tracking Number:	_____
Freight Charges:	_____

\*\*Subject to credit approval.