

# OFFICE PROS \* ORDER FORM

Place your order 24 hours a day! Online: [www.yourofficepros.com](http://www.yourofficepros.com) \* Fax: 718-964-0314

Purchaser Order No. \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_  
 Fax ( ) \_\_\_\_\_ - \_\_\_\_\_

Date \_\_\_\_\_  
 Ordered by \_\_\_\_\_  
 E-mail \_\_\_\_\_

**BILL TO:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SHIP TO:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Item No.	Description	Qty	Unit Price	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

- Will you require a substitute item be shipped if the product ordered is out-of-stock? YES \_\_\_ NO \_\_\_
- Sales tax will apply where applicable.
- Receipt of your order will be confirmed by Fax or e-mail.
- Special orders will require a signed order form and will NOT be returnable or cancelled.
- Delivery charges will apply to oversized items.
- Notes: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

<b>SUB TOTAL</b>	
\$14.50 Delivery. If Order is Under \$50.00	
<b>TOTAL</b>	

**We appreciate your business!**  
**Contact us 9:00am – 5:00pm Mon – Fri**  
**Tel: 718-964-1233 \* Fax: 718-964-0314 \* [info@yourofficepros.com](mailto:info@yourofficepros.com)**  
**[www.yourofficepros.com](http://www.yourofficepros.com)**