

Indoff Inc. order form

www.ahutton.com

Phone: (860)632-2026

contact Ann at ann@ahutton.com at x 115

Fax: (860)632-2028

or Jen at jen@ahutton.com at x 111

Ordered By:	Ship To: check mark if same
Company:	
Person:	
Address:	
Phone:	
Fax:	
E-mail:	

Payment by credit card: Mastercard/Visa/AmEX		For Purchase Orders:	
Card holder		PO #	
Signature =>		Security Code-	We need your standard credit sheet with 3 trade references, bank with contact and account number and your payables dept information to process open accounts.
Expiration		Card Type:	
Card Number			

Part number	Description	Quantity	Each	Extended

Sales Tax unless resale or exempt:		Freight:	
Taxable at standard rate		Collect: Prepay & Add: Quoted:	
Taxable at special rate	Attach form	If collect specify Carrier:	
Resale	Attach form	If quoted attach my quote:	
Exempt	Attach form	Priority Next Day _____ 2nd Day _____	
Government Exempt	Initial _____	3 day _____ Ground _____	

Lead Time and any special Requirements – Let us know your requirements below –	
Restock Policy: Many items are non-returnable. Some items are returnable with a restocking charge, authorization and freight paid. If you are concerned about return-ability of an item, call us before ordering.	
Freight Damage: For truck shipments a thorough inspection at receiving is your responsibility.	
Please attach our quote if we Quoted you	We will Confirm Promptly – Call if no confirmation is received.