# A2Z Educational Supplies

SPECIALIZING IN ALL YOUR EDUCATIONAL NEEDS!

222B West 1st St. • Humble, TX 77338
**(281) 540-6001**

10831 Woodedge Dr. • Houston, TX 77070
**(281) 890-6615**

**Shop Online: www.a2zedsupplies.com**
**Email: db@a2zedsupplies.com**

# ORDER FORM

**PURCHASE ORDER NO.**

**DATE**

_____ / _____ / _____

**BILL TO:** _____ **ATTENTION TO:** _____

**STREET:** _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

**PHONE#:** ( _____ ) _____ **FAX#:** ( _____ ) _____ **EMAIL:** _____

**SHIP TO:** _____ **ATTENTION TO:** _____

**STREET:** _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

**PHONE#:** ( _____ ) _____ **FAX#:** ( _____ ) _____ **EMAIL:** _____

**ORDER NEEDED (Date):** _____ / _____ / _____ **AUTHORIZED BY:** _____

## ORDERING INFORMATION

**PRICES** • Prices stated are FOB our plants except where otherwise noted. **All prices are subject to change because of possible manufacturer price increases.** In the event of a significant price increase, we will notify you before processing your order.

**SHIPPING CHARGES**
- Minimum shipping and handling charge is $8.95. Actual shipping charges will apply.
- Overseas shipments subject to actual rates.
- When weight and/or UPS or FedEx is indicated for a product, additional shipping charges may apply, please call for confirmation.
- When is indicated for a product, actual shipping charges will apply, please call for a quote.

**TERMS** • Net 30 days to schools and other authorized institutions. Payment must accompany orders from individuals.

**RETURNS** • Return authorization required for all returns; please provide invoice number when making request. A restocking fee may apply. All product being returned must be in its original packaging and in saleable condition.

| PRODUCT ITEM NO. | CATALOG PG. NO. | PRODUCT NAME/DESCRIPTION *(Title, Color, Size)* | QTY. | UNIT COST | EXTENDED COST *(Quantity X Unit)* |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## PAYMENT METHOD

❑ PURCHASE ORDER ❑ CHECK OR MONEY ORDER $ _____ (Amount) _____ (Check or Money Order#)

CREDIT CARD: ❑ MASTERCARD ❑ VISA ❑ AMERICAN EXPRESS ❑ DISCOVER

NAME ON CARD
(Please print clearly): _____

CARD NO. | | | | | | | | | | | | | | | | | | | |

CVC Number (3 digits on back of card)

_____ Expiration Date

_____ Authorized Signature (required for purchase orders or credit charge)

FOR OUT-OF-STOCK ITEMS, PLEASE:
❑ Cancel item.
❑ Substitute comparable item.
❑ Backorder and send when available.

| | | |
|---|---|---|
| TOTAL THIS SIDE: | | |
| TOTAL OTHER SIDE: | | |
| TOTAL ORDER: | | |
| SALES TAX: (if Applicable) | | |
| SHIPPING CHARGES: (See Shipping Charges) | | |
| TOTAL DUE: | | |

**THANK YOU FOR YOUR ORDER!**