Faxable Order Form 800.633.0630

Purchase Order Number: _____ Date: _____

BILL TO: _____
SCHOOL / DISTRICT / ORGANIZATION

ATTN.: _____
NAME

Address: _____

City: _____ State: _____ Zip: _____

Credit Card Information: ☐ MasterCard ☐ VISA Exp. Date: _____/_____

Name on Card: _____
PLEASE PRINT

CARD #

Signature _____

SHIP TO: _____
SCHOOL / DISTRICT / ORGANIZATION

ATTN.: _____
NAME

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Custom Order Contact: _____

Contact Phone: _____

Sales Consultant: _____

Requested Delivery Date: _____

Item #	Quantity	Description: Title / Style / Color	Price	Total

Terms: Net 30 days. Shipping charges will be added to your invoice.
Prices in this catalog are subject to change without notice.

Total Order Amount
($25.00 minimum order) _____

Shipping

All shipments are F.O.B. Fremont, Nebraska. Hammond & Stephens prepays and adds all freight charges to your invoice. Shipping charges are approximately 10-15% of the order amount ($8.00 minimum). Special charges may apply to areas outside the 48 contiguous U.S. states. Please call for rates.

THANK YOU FOR YOUR ORDER!

HAMMOND & STEPHENS™
A member of the School Specialty® Family

Hours: Monday - Friday
7:00 AM - 4:00 PM CST

Phone: 800.228.9875

Fax: 800.633.0630

Web: www.hammondstephens.com

Mail: Hammond & Stephens
P.O. Box 629
1845 N. Airport Road
Fremont, NE 68026

Our Guarantee!

We stand behind our products and guarantee against any defects in workmanship or material. Should you experience such a problem, contact us for prompt resolution.

Minimum Orders

Minimum order quantities vary and are listed on the page specific to each product.

Pricing, Credit & Payment

Every effort will be made to hold prices throughout the 2007 catalog year. However, prices are subject to change without notice. Orders are shipped on open account to established public or private institutions, providing the order is properly authorized.

Returns

If you wish to return an item, please notify us and return the product along with the packing slip within 30 days of the invoice date. Please note: all unauthorized returns will not be accepted. Custom printed items are non-returnable, unless defective or Hammond & Stephens is in error.

Overruns/Underruns

Custom items are subject to a 5% over or underrun and will be invoiced at the quantity shipped.

Freight Damages/Shortages

Shipments should be checked for damages and shortages before signing the freight bill. Note on the freight bill before signing if shipment is short or cartons are damaged.

Copyright Infringements

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Customer Number	Source	Order Value
Order Entered By	Date	Order Number