Article.1 Order Checklist

Taken By_____ Date_____ Pg_____of_____

New Account #		How did they hear about us:
Credit Info Received	Resale Certificate Received	

Existing Account#	Legal Name/DBA
Contact Name	Bill To Name
Phone#	Bill To Address
Fax#	Bill To City, St, Zip
Email	Ship To Name
CIT Acct#	Ship To Address
COD- Certified or Company Check ?	Ship To City, St, Zip
Card Type	Credit Card Name
Credit Card #	Credit Card Address
Expiration Date	Credit Card City, St, Zip
Ship Via	If Bill Recipient or 3rd Party, Need: Name, Account# & Account Zip Code

Special Instructions

Price Level	Price Level Approved By	Requested Delivery Date	Availability Confirmed	Partial Ship OK ?

Style	Description	Color	Size	Ordered	Ship Now	Price
			Order Totals			

Order#	Entered by	Submitted for Approval	Payment Approval Code	

Style	Description	Color	Size	Ordered	Ship Now	Price

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Taken By__________ Date_____________ Pg_____of_____

			Page Totals			
			Order Totals			