



# Online Request a Quote Form

**Select One:**

- Proforma
- Regular Order
- Bill Only

**Date:**

**Order Form Total Page Count:**

**Requested Delivery Date:**

(Not guaranteed) Standard Processing time is 8 business days until shipment leaves warehouse.

**Sales Rep:**

**Customer PO Number (if applicable):**

**Customer Account # (if known):**

(Check if new information )

**Customer Ship To Name (Max 30 characters)**

**Customer Ship To Address (final destination)**

Limit 30 characters per line, 4 lines. Note: Anything beyond 30 characters and 4 lines will NOT be printed on label.

**Customer Bill To Address check if same as ship to**

Limit 30 characters per line, 4 lines. Note: Anything beyond 30 characters and 4 lines will NOT be printed on label.

**Payment Information (select one):**

- Bill Me
- Prepay via wire transfer
- Prepay via credit card

**Credit card info (if applicable):**

Card information will not be kept on file

**Card Type:** -

**Card Number:**

**Expiration Date:**

**Name on Card:**

**Security Code:**

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**Shipping information:****Contact Name:****Phone Number:****Email Address:**

Select One:

- Ship to Domestic Address** (non Freight Forwarder)
- Ship Direct via DHL Express/Global Forwarding**
- Ship to Freight Forwarder**

**Freight Forwarder Information** (if applicable):  
Limit 30 characters per line, 4 lines

**Special Instructions:****Allow Backorders?** (Backordered items will ship individually as they become available.) Yes  No**Please send order number and total when available to:*****Reps Only*****Pricing (select one):**

- Use discount plan pricing
- Discount     %
- Match net price listed below

**Shipping (select one):**

- Standard Shipping: 25%
- Ship to Freight Forwarder: free
- Domestic Shipping: 9%
- APO/FPO/US Territory: 20%

<b>ISBN/Item #</b>	<b>Qty</b>	<b>Title</b>	<b>Net Price per unit (if applicable)</b>