



OFM Order Form Instructions

OFM Order Form v1.0 - 1/23/04

BILL TO

Enter **your company name and address** here. Enter your phone number and/or email address as well, so we can contact you if there are questions or problems with your order. You will be contacted if items are out of stock, or your order cannot be completed for some reason (e.g. your Ship To is invalid, your credit card is declined, etc.).

For credit card orders, you should enter your name as it appears on the credit card, and billing address of the credit card.

SHIP TO

Enter **your customer's address** here. This is where the items will be shipped. If you want your customer to pick up the items at our warehouse, please enter "Customer Pickup" here. Do not enter a P.O. Box address here; items cannot be sent to P.O. Boxes.

CREDIT CARD NUMBER & EXPIRATION DATE

Enter **your credit card number and expiration date** here, **if** you have not previously set up account terms with us, you must. Your credit card will be charged when the items ship. If you have account terms with us, leave this box empty, and you will be invoiced.

PO NUMBER

Please enter **your Purchase Order number** here. This number is used for referencing your order. You should enter a unique number for each of your orders.

ITEMS

Enter **the items you are ordering** here, one per line. If you require more lines for your order than appear on the form, use multiple pages, give all pages the same PO Number, and enter "Page X of Y" after the PO number on each page.

OFM MODEL #

The OFM Model # column should contain the OFM model number (e.g. "119-VAM-AA").

COLOR

The Color column should include the numerical code and text description of your desired color (e.g. "603 Wine").

DESCRIPTION

The Description column should contain a text description of the item you are ordering, so we can verify that the OFM Model # you have entered is correct (e.g. "Vinyl Task Chair with Arms").

QUANTITY

The Quantity column should contain the quantity desired.

PRICE EACH

The Price Each column should contain the price of each item.

AMOUNT

The Amount column is automatically calculated based on the quantity and prices you enter.

SPECIAL INSTRUCTIONS / NOTES

Include any special instructions or notes here. This includes "Ship Via" instructions, "Hold Until Date" instructions, identification numbers/codes that must appear on the Packing Slip, or other requests.

After you have filled in the appropriate information, fax the order form to OFM at (919) 362-4765