Fax/Phone Order Form

Customer Service: (216) 255-6651 - Fax Line: (440) 777-2430

**Fax Customers - Please complete this form in its entirety! Missing or illegible information may cause a delay in the processing of your order. If you have any questions, please call Customer Service. When this form is completed and you are ready to order, please fax it to (440) 777-2430. There is no need for a cover letter as long as this form is completed. You will receive an email confirmation once order is placed. Please allow up to 24 hours for order processing. If your order is urgent, please order online or by phone.*

Products Ordered			
Qty:	Description:	Size/Color:	Packaging: *(ie: wood crates, etc)*
Shipping Speed:	☐ Standard	☐ Priority	

Customer Information			
Billing Address: *(Must match CC billing address)*		Shipping Address: *(Physical Only – No PO Boxes)*	
Name:		Name:	
Company:		Company:	
Address:		Address:	
Phone #:		Shipping to:	☐ Business or ☐ Residence
Email:			
CC #:			
Exp Date:		Security Code:	*Visa/MC/Disc = 3 digit on back Amex = 4 digit on front*
Additional Notes/Comments:			

Do not write below this line - For Internal Use Only!

Order Taken By: (Phone Orders Only)	
Name:	
Date:	
Time:	
Notes:	

Order Processed By:	
Name:	
Date:	
Time:	
Notes:	