For more information, call 1-800-434-5005

Kensington

593 Rugh St.
Greensburg, PA 15601
Phone: (800) 434-5005

Please keep the original form and use it to make copies when faxing orders.

"Freight Allowance on $1,000.00 or more"

FAX ORDER FORM

FAX (724) 837-8087
info@kensingtonUS.com

To: Customer Service Department
Date: _____

1)

Ordered By: Customer #	**Ship To:** (If different from name at left)
Company	Company
Contact Name	Street Address
Street Address	City
City State Zip	County
County	Special Shipping Instructions:
Phone ( ) Fax ( )	
PO#/Job Reference	

2)

Quantity	Catalog Number *	Description	Unit Price	Extended Price
	* Note: Specify voltage where necessary.			

3)

Method of Payment (Check One):

❑ Check by Phone ❑ Discover ❑ VISA ❑ Master Card ❑ American Express

Credit Card Number

Exp. Date _____

Cardholder: _____

Signature: _____

Special Remarks: _____

☐ **Please send me a complete product catalog with pricing.**
For e-mail catalog, furnish your e-mail address on this line _____

4)

Items Total (a)_____
S & H (b)_____
Freight _____
Sales Tax _____
_____
TOTAL _____

5) PA Customers
Tax Exempt ❑ Yes ❑ No
(If yes, please supply exempt certificate for our records.)

Instructions for completing this order form:

1. Complete "Ordered by" and "Ship To" sections.
2. Complete order entry information including quantity, catalog number, description, unit price and extended price.
3. Check box of payment method. Note: "Invoiced" orders must exceed $2,500.00 with approved credit. Please consult Customer Service for "Invoice" prices.
4. Enter total of items ordered (a). If you choose, you can let our Customer Service Department calculate the rest of your order and call you with the total amount due. (b) A shipping and handling charge of 5% of the product applies to all orders less than $1,000.00 with a minimum charge of $5.00.
5. Submit Tax Exemption Certificate if applicable.
6. Uncertified check allow two weeks to process; Check by Phone, allow 2 to 3 days to process.
7. Freight Allowance on $1,000.00 or more.
8. Order Information Policy #2005 applies to all orders.

An acknowledgement of this Order will be faxed to you within 24 hours of receipt.