

**Customer Contact and Order Form**

Customer Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company/Institute:** | | | | **Date:** |
| **Contact Name:** | | | | **Phone:** |
| **Title:** | | | | **Fax:** |
| **Address:** | | | | **Email:** |
| **City:** | **State:** | | **Zip:** | E-mail confirmation requested |
| **Country:** | | Would you like to receive product updates by email? | | New Customer  How did you hear about us? |

Billing & Shipping Information (If different from above)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bill to:** | | | **Ship to:** | | |
| **Name:** | | | **Name:** | | |
| **Address:** | | | **Address:** | | |
| **City:** | **State:** | **Zip:** | **City:** | **State:** | **Zip** |

Payment Options

|  |  |  |  |
| --- | --- | --- | --- |
| **VISA**  **MasterCard** | **Cardholders Name (Exactly as it appears on card):** | | **Expiration Date (MM/DD/YY):** |
|  | **Card Number:** | | **Security Code:** |
| **Invoice**  **30 days Net** | **PO Number:** | **Authorizing signature:** | |

Shipping Information

|  |  |
| --- | --- |
| All products orders are shipped on dry ice or gel packs and will be shipped via FedEx (domestic), or World Couriers or  FedEx Priority (international). Orders placed Monday or Tuesday will be shipped out on Wednesday. Orders placed Wednesday - Sunday will be shipped out on Monday. | |
| **Alternate ship date if requested:** |  |

Order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Number** | **Product** | **Quantity** | **Price Each** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | **Handling Fee** | $20 (domestic) or $30  (international) |
|  | | | **Subtotal** |  |
| **Shipping & applicable taxes will be calculated at the time of shipment** | | | | |

**Internal use only:** Shipment date:

Follow-up date: \_