

Order form

**4 Ways
to Order!**

Have you ordered from us before? Yes No
DEPT. CODE _____ CUSTOMER # _____
(Both are found on the back of your catalog.)

Order Placed by _____
(Please print)

BILL TO:

Company Name _____

Attention _____

Billing Address _____

City _____ State _____ ZIP _____

Purchase Order Number _____

Phone _____ FAX _____

E-mail _____

SHIP TO:

Company Name _____

Attention _____

Shipping Address _____

City _____ State _____ ZIP _____

Phone _____ FAX _____

E-mail _____

Special Delivery Instructions _____

ORDERLINE:

800-328-2962 In MN: 952-403-0303

FAX 24 HOURS A DAY:

800-916-3215 In MN: 952-403-1113

ORDER-ON-LINE:

www.charnstrom.com or
www.CharnstromOffice.com

MAIL:

Complete and mail this order form to:



5391 12th Avenue East
Shakopee, MN 55379-1896

METHOD OF PAYMENT

Bill Company (net 30 days, with credit approval)

Check Enclosed

Charge to Credit Card

ORDERING INFORMATION

Need assembly? Call for a price quote today ... 800-328-2962

Quantity	Item Number	Description & Overall Dimensions	Color or Wood Finish	Price Each	Total Price



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Expiration ____/____/____ _____
Please Print Name on Card

Signature of Name on card _____

Merchandise Total	
MN Residents ONLY add 6½% Sales Tax	
Shipping Charges* (call 800-328-2962)	
Payment Sent with Order	

* Shipping is additional and will be added to your order. If you would like us to calculate a shipping charge over the phone, simply call ... 800-328-2962.

TERMS OF SALE

TO ORDER: Be sure to include item number and brief description, including dimensions whenever possible. Fill out the order form completely when mailing or faxing your order. For fastest service, call direct. Please have your catalog in front of you. This will save time and avoid confusion. This helps us process your order correctly the first time, avoiding frustrating delays or inconvenience to you.

TERMS OF THE SALE: Prices shown are F.O.B. point of shipment. Sales are net 30 days with established credit. For new accounts not rated or those that have not established credit with Charnstrom Co., please help us to serve you promptly by enclosing your check, money order, or include credit card information. If you prefer, give your bank and two major trade references to help us establish credit for you. All special order merchandise requires 50% down payment prior to shipment.

SHIPPING: In-stock items are shipped within 48 hours. We ship via UPS or USPS whenever possible. If items exceed weight and size limits, we ship by truck. We always select the least expensive way to ship your order unless you request otherwise. In every case, we will ship from the closest warehouse to your location barring circumstances that would cause undue delays. To save money, Charnstrom ships most items unassembled.

LIABILITY: No liability is assumed by our company for damage and/or injury resulting from use of products supplied by this company.

RETURNS: All returns must be authorized by our customer service department. Orders must be returned to us in their original cartons with freight paid by the customer (you are responsible for return freight). Returns will be subject to a 15% restocking fee. Custom items cannot be returned. Inspect all cartons immediately to check for external and internal damage, please sign for all cartons and report any damage with-in 15 days to our customer service department, they will file a claim with shipper and replace damaged parts. Any questions with any Charnstrom products, please feel free to give us a call at 800/328-2962.

CALL US: Give us a call with any questions, custom orders or information about our **FREE** Design Service.