



Schoolmasters SAFETY Order Blank

NO MINIMUM ORDER




 **Order by Phone**
1-800-521-2832

 **Order by Fax**
1-800-654-4321

 **745 State Circle**
Ann Arbor, MI 48108

 **Order By Email**
Service@schoolmasters.com

 **Order Online**
www.Schoolmasters.com

1.
Bill To: _____
Attn: _____
Address _____
City _____ State ___ Zip _____
Phone (____) _____ - _____ FAX (____) _____ - _____
Purchase Order # _____
Authorized Signature/Title _____

2.
Ship To: _____
Attn: _____
Address _____
City _____
State _____ Zip _____
Phone (____) _____ - _____ FAX (____) _____ - _____
E-Mail Address _____

Page#	Item #	Qty	Item Description	Color/Size	Unit Price	Total Price

Please Read Ordering Instructions On Next Page





SHIPPING & HANDLING CHARGES
Shipping & handling charges are **16%** of order value on all small package (ground only) and freight merchandise shipped to the 48 contiguous states. For shipments outside the 48 contiguous states (Alaska, Hawaii, International) and express shipments please call for shipping charges.

Merchandise Total	
Add 6% Sales Tax (Michigan Only)	
Add 16% Shipping & Handling (\$5.95 min.)	
TOTAL PRICE	

NOTE: If no loading dock is available and your shipment requires (or you request) a lift gate truck, additional charges will apply - You will be contacted with total charges.
NOTE: *Inside Delivery* requires an additional charge - You will be contacted with total charges.

Coupon Code

Tax Exempt Number
If your organization or institution has tax exempt status, please enter your tax exempt number below.

Charge Customers Only:
Check one
    

3 or 4 digit Security Code _____ Exp. Date (Mo./Yr.) _____
Card Holder's Name: _____
Card Holder's Signature: _____
Email Address: _____

Schoolmasters SAFETY

ORDERING INFORMATION

SATISFACTION GUARANTEED

Schoolmasters Safety offers you a one year satisfaction guarantee! If you are not satisfied with your order, simply contact us and we will replace it, credit your account or refund the purchase price with no restocking fees. Original shipping charges are non-refundable. **NOTE: Product graphics, colors and models may vary/change without notice.**


DAMAGED AND SHORTAGES

It is your responsibility to identify damaged or lost merchandise occurring from damaged packages upon delivery. Notation of damaged or lost packages must be made at time of delivery. Any shortage or damaged merchandise must be reported to our office within 2 business days of receipt.

MERCHANDISE RETURNS

Contact our office to receive a Return Authorization Number prior to returning any merchandise. The Return Authorization Number must appear on your shipping label for us to credit your account quickly and properly. We do not charge restocking fees.

SHIPPING & HANDLING CHARGES

Shipping & Handling charges are 16% of order value on all small package (ground only) and freight shipments to the 48 contiguous states. There is a minimum shipping charge of \$5.95. Shipments outside the 48 contiguous states (Alaska, Hawaii & International), and express shipments please call for shipping charges. **LOADING DOCK:** If no loading dock is available and your shipment requires (or you requested) a lift gate truck, additional charges will apply. **INSIDE DELIVERY:** Inside Delivery requires an additional charge. If your order requires additional charges, you will be contacted. Items marked with a  symbol ship freight.

PAYMENT TERMS

Our terms are NET 30 days from date of invoice to established accounts.

ESTABLISHING CREDIT

We extend credit to public schools, all accredited private, charter and church affiliated schools, public institutions and government agencies with an approved, and authorized purchase order.

All other orders must be prepaid by credit card, money order, wire transfer, Paypal, or check in U.S. Funds. We accept Visa, MasterCard & American Express. No COD orders please.

CUSTOMER SERVICE

Our hours are 8:00-4:30 Eastern, Monday through Friday

DUPLICATE ORDERS


Confirming orders not clearly marked "confirmation only" may be duplicated, in which case you will be responsible for all shipping charges.

PRICES


Because our vendors occasionally make significant price increases during the life of our catalog, we must reserve the right to change our prices without notice. We prefer not to make price changes, and whenever possible, we will absorb small increases from manufacturers. If there is a large increase, we will notify you before filling your order. In the rare event of a typographical error, we reserve the right to charge you the correct price. In such instances, we will notify you before completing your order to give you the option to accept the higher price or cancel.

 **CALL TOLL FREE** 1-800-521-2832
8am to 4:30pm EST

 **ORDER BY FAX** 1-800-654-4321

 **ORDER ONLINE** www.schoolmasters.com

 **ORDER BY MAIL** 745 State Circle
Ann Arbor, MI 48108

 **ORDER BY EMAIL** service@schoolmasters.com

ITEM AVAILABILITY

All Schoolmasters item numbers end in "-10", just before this, is one of the following letters which indicates general availability:

D = Drop Ship

These items are shipped direct from the manufacturer.
General lead-times on these products are 2-4 weeks.

M = Manufactured

These items are manufactured per order.
Manufacturing lead-time can be 2-4 weeks.

P = Purchased

These items are generally in stock & ship within 3 to 7 days.

Visit our web site for **Monthly Specials** including Free Shipping, reduced prices and other discounts. Specials are only offered for a limited time, so check back often!

SPECIAL OFFERS

<http://schoolmasters.com/safety/safety-specials>

Please Visit One of Our Partners **Schoolmasters Science**

<http://www.schoolmasters.com/science>
Providing schools and individuals with science and lab equipment since 1963. Everything from lab equipment to class experiments.

Wolverine Sports

<http://www.wolverinesports.com>
Providing schools and individuals with sports, physical education and recreation equipment since 1954.