

# BILLING AND SHIPPING INSTRUCTIONS



CUSTOMER INFORMATION

Order No.

Order Date

★ Billing Information

## BILLING ADDRESS

## BILLING INSTRUCTIONS

NAME

PURCHASE ORDER NUMBER

NUMBER & STREET NAME, P.O. BOX

TAG

TOWN, CITY

PROVINCE/TERRITORY  POSTAL CODE

COMMENTS:

CONTACT:  
(ACCOUNTS)

NAME  ( )   
PHONE

E-MAIL  ( )   
FAX

★ Shipping Information

## SHIPPING ADDRESS

## SHIPPING INSTRUCTIONS

NAME

DELIVERY REQUIRED BY:

DOOR/DOCK No, BUILDING No, STREET NAME

SHIP DATE:

TOWN, CITY

SHIP COLLECT VIA:

PROVINCE/TERRITORY  POSTAL CODE

ACCOUNT NUMBER:

CONTACT:  
(RECEIVING)

NAME  ( )   
PHONE

SHIP PREPAID AND ADD/CHARGE TO INVOICE

E-MAIL  ( )   
FAX

CARRIER:

NOTES:

Prices and availability of items are subject to change without notice. Payment is due Net 30 days. Cheque or direct deposit accepted. G.S.T./H.S.T and P.S.T.( if applicable ) are extra. Goods are sold F.O.B. Prescott unless otherwise arranged. Shipping charges will be added to the invoice. Hands retains title to the delivered goods until the account is paid in full. We reserve the right to provide substitute items of equal value.