



# GORDON SUPPLY PAYMENT AND ORDER/DELIVERY CONFIRMATION FORM

\*FAX OR EMAIL THE 2 SIGNED PAGES OF THIS FORM TO 718-527-8955 OR [GORDONREBAR@GMAIL.COM](mailto:GORDONREBAR@GMAIL.COM)

## COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

COMPANY MAILING ADDRESS: \_\_\_\_\_

COMPANY E-MAIL ADDRESS: \_\_\_\_\_

COMPANY WEBSITE: \_\_\_\_\_

COMPANY PHONE NUMBER: \_\_\_\_\_

COMPANY FAX NUMBER: \_\_\_\_\_

CHECK HERE TO AUTHORIZE USE OF THIS CREDIT CARD FOR FUTURE PURCHASES WITHOUT RESUBMITTING THIS FORM

**\*\*\*ALL ORDERS NOT PICKED UP WITHIN 30 DAYS WILL BE DISPOSED OF AND ARE NOT REFUNDABLE\*\*\***

## CREDIT CARD INFORMATION-WE PROCESS CREDIT CARD PAYMENTS UPON RECEIPT OF THIS FORM

AMOUNT TO CHARGE: \$ ,  .

CREDIT CARD NUMBER:

(IF AMEX, LEAVE LAST BOX BLANK)

EXPIRATION DATE: MONTH  / YEAR

CVV CODE:   (IF AMEX, FILL IN LAST BOX-4 DIGIT CVV ON FRONT OF CARD)

NAME ON CARD: \_\_\_\_\_

BILLING ADDRESS:  CHECK HERE IF SAME AS ABOVE

STREET ADDRESS

CITY

STATE

ZIPCODE

\*\*\*PLEASE ATTACH YOUR TAX EXEMPT FORM IF YOUR ORDER IS TAX EXEMPT. TAX EXEMPT FORMS MUST BE SUBMITTED AT TIME OF PURCHASE TO TAKE EFFECT. TAX CANNOT BE REFUNDED.\*\*\*

**ALL SALES ARE FINAL-by signing below, you agree to pages 1 & 2 of this form.**

PRINT NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



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**ORDER DETAILS – MATERIAL YOU ARE BUYING**

**(PLEASE LIST PO #, AMOUNTS, SIZES, SHAPES, ETC. OF YOUR ORDER IN FULL DETAIL BELOW-PLEASE ADD DETAILS IF YOU NEED MORE SPACE OR ATTACH ORDER DETAILS/INVOICE TO THIS FORM):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check this box if you will be PICKING UP your order then CONTINUE to date & time details below

**DELIVERY INFORMATION:**

WE WILL DO OUR BEST TO ACCOMMODATE YOUR PREFERENCES. DELIVERY AVAILABLE MONDAY-FRIDAY 7AM-3PM (NOT AVAILABLE ON WEEKENDS OR HOLIDAYS)

**DELIVERY ADDRESS:**

\_\_\_\_\_  
**STREET ADDRESS** **CITY** **STATE** **ZIPCODE**

PLEASE LIST FIRST AND SECOND CHOICES FOR DATE AND TIME OF DELIVERY/PICK UP BELOW

**PREFERRED DATES:** (1) \_\_\_\_\_ (2) \_\_\_\_\_

**PREFERRED TIMES:** (1) \_\_\_\_\_  AM  PM (2) \_\_\_\_\_  AM  PM

**NAME OF PERSON WHO WILL BE ON SITE AT TIME OF DELIVERY :**(1) \_\_\_\_\_

**CONTACT NUMBER OF PERSON LISTED ABOVE :(1)** \_\_\_\_\_

**2<sup>ND</sup> NAME:** \_\_\_\_\_ **2<sup>ND</sup> PHONE NUMBER:** \_\_\_\_\_

PLEASE CHECK THIS BOX IF YOU WILL BE NEEDING A BOOM TRUCK. PLEASE NOTE THAT BOOM TRUCK CAN HANDLE UP TO 20'0 LEGNTHS AND REACHES UP TO THE SECOND FLOOR. WE CANNOT ACCOMMODATE ORDERS WITH THE BOOM TRUCK THAT DO NOT FIT THIS CRITERIA.

*\*Please note that all quotes/prices given are valid for 30 days after given. After 30 days prices are subject to change.*

*\*If not specified, all steel quoted and ordered will be black 60 Grade, American Made steel. For other coatings/details, please specify in your order above.*

*\*Non-refundable tax will be charged on all orders unless tax exemption form is provided upon time of purchase.*

*\*ALL SALES ARE FINAL \*No deliveries made on relevant bank and Religious holidays (inquire for more information)*

I hereby agree to the terms and conditions set forth above and in any/all attachments by signing below in accordance with the terms set forth herein. I have chosen to execute this order on the date below. I intend that this letter agreement will become a binding agreement between the Gordon Supply Company and me upon the company's receipt of this form. I understand that all sales are final.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_