Sales Order

Wholesale Sales Office & Showroom:
#206 - 17665 66A Ave. Surrey, B.C. V3S 2A7
Tel: (604) 575-1117
Fax: (604) 575-1118 Toll Free: 1-888-288-2247
orderdesk@essentialpackaging.com
www.essentialpackaging.com

Order Date: _____

SOLD TO:

Contact Name: _____
Phone Number: _____
Fax Number: _____
PST. Number: _____
P.O. Number _____

Date Required: _____

SHIP TO:

Payment: ❑Visa ❑M/C ❑Cheque
Name on Card: _____
Card Number _____
Expires _____
Signature _____

ITEM NUMBER	***DESCRIPTION***	***QTY ORDERED***	***UNIT PRICE***	***PER***	***QTY SHIPPED***	***EXTENSION***	***QTY B/O***
Fax your completed form to: **Fax: (604) 575-1118** we will contact you to finalize your order.					***AREAS SHADED GRAY ARE FOR OFFICE USE ONLY***		

Terms and Conditions:

(1.) All artwork and printing plates are extra unless supplied.
(2.) Additional artwork charges will apply for the creation of artwork or to make existing artwork press ready.
(3.) Terms: Net 30 days on approved accounts 2% interest per month (26.82 per annum) will be charged on past due accounts
(4.) No returns will be accepted unless prior authorization has been made.
(5.) No claims will be considered after 10 days of receipt of merchandise.
(6.) No returns accepted on special order, custom printed, custom made or discontinued merchandise.
(7.) All sales final on pickup orders.
(8.) 20% restocking free will apply on returned stock products.

SHIPPING INSTRUCTIONS

Carrier: _____ ***Collect*** ❑
Waybill: _____ ***Prepaid*** ❑
Weight: _____ ***PPD&CHG*** ❑
Shipped By: _____ ***Pick Up*** ❑
Ship Date: _____ ***# PCS:*** _____

	SUB TOTAL
	FREIGHT
	GST
	PST
	TOTAL