

Your Company Name



Shipping Address

Card Billing Address

City, State, Zip

City, State, Zip

Your Telephone #

Your Fax #

ORDER FORM

If you have your own Purchase Order system, feel free to fax your purchase order to us at 323-661-1314 (business/trade customers only may use our 800 fax: 800-976-8044). Please be sure all information below is included on your PO so that we can process your order timely. Or you may complete this form here on your browser screen then *print, sign and fax, mail or bring it in to us*. To order Apartment Mailboxes, [click here](#) for the appropriate order form. To order the \$140.00/thousand mixed key blank special, [click here](#) for the appropriate order form.

| Qty Rqst'd | Make/ Mfctr | Product# | DESCRIPTION: | <u>Finish</u> (locks) | Unit Price: | Line Total: |
|-----------------------|------------------------|-----------------|---------------------|----------------------------------|------------------------|------------------------|
| | | | | | \$ | \$ |
| | | | | | \$ | \$ |
| | | | | | \$ | \$ |
| | | | | | \$ | \$ |
| | | | | | \$ | \$ |
| | | | | | \$ | \$ |

| | | | | | | |
|---|--|--|--|--|----|----|
| | | | | | \$ | \$ |
| Grand Total (less applicable shipping & taxes) ALL totals must be in US Dollars: <i>Use additional sheet if necessary</i> | | | | | | \$ |

I certify that I am authorized to order for the above company or am ordering for myself. I understand that LV Sales, Inc. may substitute products between manufacturers as they deem necessary, especially with key blanks, unless I specify "no substitutes" in the product description field above. I understand that ***the minimum order required is US\$25.00 and that orders for less will be billed the US\$25.00 minimum*** (not including shipping or taxes).

Sales Tax Disclosure:

Check one: I am taking delivery of the products within California and am taxable, please add [sales tax](#) to my order, or I am taking delivery in California, but the products are for resale (My [California Resale #](#) is (we will also need you to send an original signed resale card/certificate) or I have an original signed resale card on file with LV Sales, Inc. already, please do not charge me sales tax except for the items I am keeping and have indicated "TAXABLE" in the product description field above, or I am taking delivery AND being invoiced at an address outside of the State of California, do not charge me California sales tax, or I am receiving the product within California, but am a US FEDERAL government agency and exempt from sales tax.

+ Shipping Charges (Note: Minimum order to ship is US\$25.00):

Inside the USA, Puerto Rico or Canada:

Select one: Please ship via [UPS](#) (choose **Regular Ground** (lower 48 states only), OR **3 Day Select-ORANGE** (lower 48 states only), OR **2nd Day Air-BLUE** by End of Day, OR **2nd Day Air-BLUE AM** by 12noon, OR **OVERNIGHT/EXPRESS -RED** (For overnight *only* choose: Next Day **Early AM**, by 8:30AM [available in some metropolitan areas for about \$32 extra], OR Next Day Air by **10:30am** commercial / 12 noon residential OR Next Day Saver by **3pm** commercial / End of Day residential. If we are shipping on a Friday and you wish **Saturday delivery** (USA Only) check here: (\$15.00 extra OVER UPS RED charges), otherwise your shipment will be delivered on the following business day). When requesting shipping by overnight or 2nd Day Air, it is suggested you write OVERNIGHT or 2ND DAY AIR at the top of page 1 of this form before you fax it to help flag it for the sales guys faster. Delivery days are business days (i.e. excluding weekends and holidays). Regular ground and 3 Day Select is **ONLY** available for the lower 48 US states (CONUS). I understand that UPS charges will be added to my invoice unless the order is over \$1,000.00 (**NOT** including taxes or shipping charges, of course) in which case LV Sales Inc. will pay **Regular Ground UPS** to ONE lower 48 US state address (Some sale priced items or special orders may be excluded from free shipping due to low margins outweighed by shipping costs, sorry). Commercial ground deliveries times are based on area. (See [ups.com](#) for transit times. Enter from zip 90027.), OR I will be in to pick the order up at will call on (Date M-F) at (Appx Time 8:30am-4pm)

Inside Alaska, Hawaii, Puerto Rico, US Virgin Islands, Guam, and APO/FPOs: we suggest UPS overnight or 2nd Day above (except APO/FPOs), BUT if you'd like a less costly option, the US Postal Service Flat Rate Priority mail boxes are a great new shipment option to save costs. If your order fits, it would cost a flat rate of about \$12.00 (depends on insurance) per box sent. If you would like this option, uncheck the above and check the box above for US Postal Service Priority Mail Flat Rate Box insured with delivery confirmation, then please circle your state/territory at the beginning of this paragraph. There may be an extra day or two delay to get this off to the post office and you must accept the US Postal service delivery schedules. You must also agree not to start asking us to help track this until at least 7 days after shipment due to post office delays. Their tracking isn't as good as UPS in our opinion, but the cost factor may be worth it for you.

Outside of the USA, US Territories & Canada:

Check one: UPS Worldwide **Expedited** normally 3-5 days or, UPS Worldwide, OR **Express** normally 1-3 days. Some international locations may only have a UPS Express option, in which case the package will be shipped WW Express. Please include your postal or zip code.

OR: US Postal Service Global Express

The shipping destination is:

Important. Be sure to check the proper zone for the delivery address. If you check commercial and UPS sees it is a residential address, they will charge more and we will in turn charge you the difference plus a \$10.00 service charge for the correction time.

Check one:

A Residence (House, Apartment, Condo etc., *including* Mobile & Home Based Businesses) ,

OR a *commercially zoned* business/storefront:

Payment Method:

Check one: A [Credit Card Authorization Form](#) is attached hereto, or I already have a *current* Credit Card Authorization Form on file with LV Sales, Inc., or I already have a signed terms application and open *terms* account on file with LV Sales, Inc., or A [terms application](#) is attached hereto as I will **regularly** be ordering a minimum of \$200.00/month in products from LV Sales, Inc. (a copy of your first order must be attached to terms app when submitted - subject to approved credit - this will delay this order). NOTE: If you wish to prepay your order by company check, click here for our [check writing agreement](#), print, complete all fields and include it with your first order by check if no terms application approved already, otherwise you should send a money order. Sorry no CODs.

I understand that computer software and electrical items, such as remotes, key machines and electric strikes, are non-returnable/non-refundable. I have read the [terms of sale \(click here\)](#) and agree to the terms as written.

(Order may not be processed without a signature and printed name. If I choose to fax this sheet, I agree that my faxed signature constitutes, and is as good as, my original signature.)

Signed: _____ Printed Name:

Date:

Email (For FREE UPS ship notifications):

@

ONCE COMPLETED, PLEASE [PRINT](#), SIGN AND FAX TO 1-323-661-1314 (from worldwide) OR 1-800-976-8044 (USA)

DON'T FORGET YOUR [CREDIT CARD AUTHORIZATION](#) IF USING A CREDIT CARD
ONCE YOUR FIRST *SIGNED* ORDER FORM IS ON FILE, ACKNOWLEDGING OUR SALE TERMS,
FUTURE ORDERS MAY BE EMAILED, PHONED, FAXED OR BROUGHT IN. THX!

We accept:



[Click here for an authorization form](#)

Sorry, *NO* CODs

Use the browser [print button to print](#). To start over, click >



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