

OFFICE PROS * ORDER FORM

Place your order 24 hours a day! Online: www.yourofficepros.com * Fax: 718-964-0314

Purchaser Order No. _____

Date _____

Phone () _____ - _____ Ext. _____

Ordered by _____

Fax () _____ - _____

E-mail _____

BILL TO:

SHIP TO:

	Item No.	Qty	Description	Unit Price	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- Will you require a substitute item be shipped if the product ordered is out-of-stock? YES ___ NO ___
- Sales tax will apply where applicable.
- Receipt of your order will be confirmed by Fax or e-mail.
- Special orders will require a signed order form and will NOT be returnable or cancelled.
- Delivery charges will apply to oversized items.
- Notes: _____

SUB TOTAL	
\$7.50 Delivery. If Order is Under \$30.00	
TOTAL	

We appreciate your business!
Contact us 9:00am – 5:00pm Mon – Fri
Tel: 718-964-1233 * Fax: 718-964-0314 * info@youofficepros.com
www.yourofficepros.com