Purchase Order

Hendrick-Long Publishing Co.

Date:
P.O. #:

Charge to
Name
Company Name
Address
City ST ZIP
Phone

Ship to
Name
Company Name
Address
City ST ZIP
Phone

Visa, MC or AMEX #	Name On Card & Exp. Date	Check/Money Order Enclosed
		Amount:

Name as appears on card_____Signature_____

Qty	Item #	Description	Notes	Unit Price	Line Total
				Subtotal	
				Sales Tax 8.25%	
				Total	

Ordering Information
Orders from schools, libraries, or other institutions must include purchase order or authorization. Terms 30 days from invoice. All accounts payable in Houston, TX. On purchases made by individuals, cash with order is required. Delivery charges are: <$50 add $7.95; > $50 Free Ship (THEA & Posters excluded) Requests for return or exhange of merchandise must be made within 15 days from date of invoice or shipment. Merchandise authorized for return due to customer error is subject to 10% handling/restocking charge. Merchandise returned without authorization is not subject to refund, credit or exchange.Prices are subject to change with or without notice. Materials will be billed at prices in effect at time of shipment. Shipper not responsible for delays in transit. Hendrick-Long Publishing Co.

Authorized by *Date*

TO PLACE YOUR ORDER BY PHONE CALL

832-912-7323

10635 Tower Oaks, Ste D., Houston, Texas 77070 Phone: 832-912-READ Fax: 832-912-7353