



Your Company Name
 123 Company Lane - New York, NY 12345
 Tel. (123) 456-7890 - Fax. (123) 456-7890

Order Form

Billing Address

Name of Company or Organization _____
 Attn: (Name) _____
 Street _____
 City _____ State _____ Zip _____
 Tel: () _____

Shipping Address

If "ship to" address is different, Please fill in below

Ship To _____
 Attn: (Name) _____
 Street _____
 City _____ State _____ Zip _____
 E-Mail _____

Qty.	Item No.	Description	Price
	001	List your items here	
	002	List your items here	
	003	List your items here	
	004	List your items here	
	005	List your items here	

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	001	List your items here	
	002	List your items here	
	003	List your items here	
	004	List your items here	
	005	List your items here	

Method of Payment: Name on Card _____ Type of Card _____
 Credit Card No. Exp.

Subtotal	\$
add NY State Only Sales Tax 8.375%	\$
add \$6.95 shipping if order is less than \$100	\$
Grand Total	\$