

# FILING SUPPLIES PRODUCT CATALOG FAX ORDER FORM

Additional Forms Can Be Downloaded under Download Forms at [www.FilingToday.com](http://www.FilingToday.com)



**Invoice To:**

Company Name:  
 Contact Name:  
 Phone No: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
 Email:  
 Address:  
 City, State, Zip:  
 Purchase Order/Reference # \_\_\_\_\_

**Ship To Address (Mark Here < > if Same as Invoice)**

Company Name  
 Attention To:  
 Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address:  
 City, State, Zip:  
 SHIP VIA: \_\_\_\_ BEST WAY \_\_\_\_ NO LOADING DOCK \_\_\_\_ DOCK TO DOCK DELIVERY  
 SPECIAL INSTRUCTIONS: \_\_\_\_\_

(Please attach special instructions on a separate sheet if necessary)

QNTY	PAGE # / ITEM # /	BRIEF DESCRIPTION & COLOR	EACH	PRICE
<b>TERMS:</b> CASH/COMPANY CHECK. CASH DISCOUNTS HAVE BEEN APPLIED TO ABOVE PRICE		<b>F.O.B.:</b> ORIGIN, PP&ADD	<b>ESTIMATED SHIP DATE ARO:</b> TBD SHIP DATE DOES NOT INCLUDE TRANSIT TIME	
<b>PREPARED BY:</b> Rudy Blasich		<small>NOTE: ALL QUOTES AND ORDERS ARE SUBJECT TO YOUR ACCEPTANCE AS SHOWN HEREIN AND OUR TERMS &amp; CONDITIONS AS POSTED ON OUR WEB SITE WWW.FILINGTODAY.COM</small>	<b>* ACCEPTED BY _____</b> <b>SIGNATURE REQUIRED:</b>	

**TO PLACE THIS ORDER, YOU MAY FAX OR EMAIL THIS FORM**  
**FAX TO: 888-891-9970 or EMAIL TO: SALES@FILINGTODAY.COM**

**TERMS:** When Paying by CASH (Company Check) / (Money Order), please authorize this purchase by signing the \* ACCEPTED BY box above and include this form with your payment. To expedite your request, send your Company Check / Money Order payable to **AMERICAN FILING SOLUTIONS** via FedEx to our local Sales Office located at:  
**41305 Promenade Chardonnay Hills, Temecula CA 92591 or mail to P.O. Box 891719 Temecula CA 92589**

**NOTE: When paying by Credit Card,** please authorize this purchase by signing the \* Accepted By box above and fax back this form. You may enter the Credit Card information in the area below **or call our office with your credit card information.** NOTE: We accept VISA, MC, AMEX

CREDIT CARD #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ EXP. DATE \_\_\_\_\_ / \_\_\_\_\_

CVV \_\_\_\_\_

CARDHOLDER NAME AS SHOWN ON CARD:  
 \_\_\_\_\_  
 (PLEASE PRINT NAME) FIRST LAST

**AMERICAN FILING SOLUTIONS \* P.O. BOX 891719, TEMECULA CA 92589 \* (888) 891-1970, FAX: (888) 891-9970**  
 Email: [sales@FilingToday.com](mailto:sales@FilingToday.com)  
[www.FilingToday.com](http://www.FilingToday.com) \* [www.TheFilingStore.com](http://www.TheFilingStore.com) \* [www.ShelvingTomorrow.com](http://www.ShelvingTomorrow.com) \* [www.TheFilingShop.com](http://www.TheFilingShop.com)

**Minimum Orders:**

Effective June 1, 2013, our minimum order is \$50.00. A \$10.00 charge will apply on any product order of less than our minimum order amount. All orders are subject to a minimum shipping/handling charge of \$15.95. All verbal / faxed / or emailed orders will be processed within 24-48 hours. Once you have placed your order via fax, email or telephone, you will receive an order acknowledgement via email or fax to confirm receipt of your order, including any estimated shipping/delivery charge if requested. You may call or email us in advance for the estimated charges.