

# order form

<b>company</b>			Attach all receipts (credit card, closed check, etc.)
<b>taken by</b>			
<b>today's date</b>			
<b>qty</b>	<b>order item</b>	<b>amount</b>	<b>comment</b>
<b>total amount</b>			
<b>bill to:</b>		<b>ship to: (if different)</b>	
<b>name</b>		<b>name</b>	
<b>address</b>		<b>address</b>	
<b>city</b>		<b>city</b>	
<b>state</b>		<b>state</b>	
<b>zip</b>		<b>zip</b>	
<b>phone</b>		<b>phone</b>	
<b>email</b>		<b>email</b>	
<b>fax</b>		<b>fax</b>	
<b>payment</b>		<b>credit card authorization</b>	
<b>credit card type</b>			
<b>credit card #</b>		(after payment clears block out all but last four #'s)	
<b>expiration date</b>			
<b>code #</b>			
<b>shipping information</b>			
<b>reso name/date/time</b>		enter reservation name, date and time	
<b>pickup date/location</b>		enter date customer picked up and location name	
<b>US Mail (free)</b>	/ /	enter date shipped	
<b>UPS ground (\$9.95)</b>	/ /	enter date shipped	
<b>tracking #</b>			
<b>faxed to TRSF</b>	/ /	enter date faxed, inform customer charge will appear as "STINK INC"	