



# REQUEST FOR QUOTATION

# ORDER

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

This form can be used to either fax us your request for quote or place your order via credit card.

### CREDIT CARD ORDER INFORMATION

TYPE OF CARD: (Circle One)

VISA    MASTERCARD    AMEX    DISCOVER

NAME ON CARD: \_\_\_\_\_

CARD #: \_\_\_\_\_ CIS \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE: \_\_\_\_\_

**BILL TO:**

**SHIP TO:**

QUANTITY	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXTENDED
SPECIAL INSTRUCTIONS/ NOTES			<b>SUB-TOTAL</b>	
			VA SALES TAX	
			<b>FREIGHT</b>	
			<b>TOTAL</b>	

TERMS AND CONDITIONS

**ACCEPTANCE:** All orders or changes to orders should be submitted in written form to minimize errors. Availability may be quoted by telephone.  
**SHIPPING:** Customer is responsible for all shipping charges other than those specifically included in the cost of goods. United Parcel Service and Federal Express shipping is available wherever product packaging conforms to carrier size and weight restrictions. For product shipments requiring delivery by common carrier motor freight (truck), Acoustics First will make arrangements with an appropriate trucking company or ship freight collect via any carrier specified by the customer.  
**TAXES:** No sales or use taxes are included in the published prices. Shipments to addresses within the Commonwealth of Virginia will have sales tax added to the cost of goods on the invoice unless a valid exemption certificate is provided to Acoustics First prior to shipping. Omission of sales tax from the invoice does not relieve the customer of liability for the tax where it is due. The purchaser is responsible for determining if the goods are to be used in a manner that is taxable where the goods will reside and remit any applicable taxes directly to the local taxing authority. **RETURNS: ALL RETURNS MUST BE AUTHORIZED IN ADVANCE BY ACOUSTICS FIRST AND ARE SUBJECT TO A 30% RESTOCKING FEE PLUS ALL FREIGHT CHARGES. PRODUCT MUST BE IN ITS ORIGINAL PACKAGING AND UNUSED IF CREDIT IS TO BE GIVEN. ALL SALES ARE FINAL AFTER 30 DAYS.**