

# ORDER FORM



Please copy this form or download the pdf version at [www.kelvin.com/orderform.html](http://www.kelvin.com/orderform.html)

## Billing

Name (Please Print or Type)	KELVIN® Customer No. 01 - _ _ _ _ _	Date
School/Dept.	School E-Mail Address	School Fax Number
Address	Personal E-mail @	
City, State, Zip Code	(Area Code) School Phone	(Area Code) Home Phone

## Shipping If Different Than Above

Name (Please Print or Type)	School/Dept.	Phone
Address	City, State, Zip Code	Cell Phone

## Payment Net 10 Days to approved public shools only or Check in Advance. Payable to: KELVIN L.P. - We Also Accept MasterCard, VISA or American Express

<input type="checkbox"/> Purchase Order	Purchase Order No. (Required)	Authorized Signature
<input type="checkbox"/> Check	Check No.	Authorized Signature
<input type="checkbox"/> Credit Card: Visa, MasterCard, American Express Exp. Date: _____	No. _____	Authorized Signature

## Order Order Minimums: Domestic \$30 + Shipping • Canadian \$100 + Shipping • Foreign : \$150 + Shipping

Stock #	Description	Price	Qty.	Total
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## THANK YOU FOR YOUR ORDER – KELVIN® STAFF

PHONE: 1-631-756-1750  
FAX: 1-631-756-1763

HOURS: 9:00am-5:00pm E.S.T.  
E-MAIL: kelvin@kelvin.com

MAIL: KELVIN®, 280 Adams Blvd.,  
Farmingdale, NY, 11735 USA

SUB-TOTAL	.
Applicable Sales Tax Not Applicable to Public Schools	.
Shipping Charges	.
GRAND TOTAL	.

**TO ORDER:** Fax, email, order online, or mail your order (we do not accept phone orders). To avoid order errors, we require a hard copy of your order in our files. Do not send the order twice, fax and email. Otherwise, you may end up with two shipments, two invoices & a 15% restocking fee!

**ORDER MINIMUMS:** There is a minimum order of \$30 for domestic orders, \$100 for Canadian orders and \$150 all other countries. **Foreign orders** must be paid by wire transfer or international money order, please contact Kelvin for more information.

**SALES TAX** is applicable to individuals, companies, N.C and N.Y residents. We also collect GST for Canadian orders.

**SHIPPING CHARGES** for orders shipped inside the continental U.S. are 10% of the order or a minimum of \$10. Canadian shipping charges are 12%. Additional shipping charges apply to all other locations (including Alaska, Hawaii, Puerto Rico and foreign orders). Additional shipping charges apply to orders shipped via trucker, overnight or for hazardous materials.

**RETURNS:** Please call for an authorized return number. A 15% restocking fee may apply. Canceled orders are charged for shipping both ways plus a 15% handling fee.

**POLICIES:** Some items are not available to the public and are sold only to schools. **Prices are subject to change without notice.** We will notify you only if the price exceeds 10% of the total order. We are not responsible for any typographical or printing errors.