



# People Friendly Places Order Form

Check here to be added to our mailing list  Check here if you need a catalog mailed to you now

<p>Date _____</p> <p><b>BILL TO:</b></p> <p>Account# _____ <small>(from catalog)</small></p> <p>Name _____ <small>(person submitting order)</small></p> <p>Title/Dept _____</p> <p>Company _____</p> <p>Address _____</p> <p>Suite _____ P.O. Box _____</p> <p>City _____</p> <p>State _____ Zip _____</p> <p><b>SHIP TO:</b></p> <p>Name _____</p> <p>Department _____</p> <p>Company _____</p> <p>Address _____ <small>(no shipments to PO Boxes)</small></p> <p>City _____</p> <p>State _____ Zip _____</p>	<p><b>PHONES:</b></p> <p>Office ( ) _____ EXT _____ <small>(person submitting order)</small></p> <p>FAX ( ) _____</p> <p>A/P ( ) _____ EXT _____</p> <p>e-mail _____</p> <p>Other _____</p> <p><b>PAYMENT TERMS:</b></p> <p><input type="checkbox"/> Purchase Order # _____ Terms: Net <input type="checkbox"/></p> <p><input type="checkbox"/> Check Amount _____ Check # _____</p> <p><input type="checkbox"/> Credit Card: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> AMEX</p> <p>Card Number _____</p> <p>Expiration Date ____ / ____ / ____ Card Code _____</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>X _____ <small>Signature</small></p>
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**ORDER FORM:**

ITEM NUMBER	PRODUCT DESCRIPTION	COLOR	QTY.	PRICE EACH	TOTAL		QTY x SHIPPING EACH
					SUB TOTAL		
					SALES TAX		
					SHIPPING		
					<b>TOTAL</b>	<b>\$</b>	

Prices are subject to change without notice.

**Sales TAX** of 7.5% on item prices will be charged to Illinois accounts unless you furnish a copy of your resale or tax exemption number.

**Shipping Charges** are for the 48 contiguous states, please call for quote on shipping to other states or foreign destinations. Multiply quantity x shipping charge each.

ADD TOTAL SHIPPING HERE

**ORDERING AND CUSTOMER SERVICE:** 4 easy ways to order:

**Phone:** Monday–Friday 8 a.m. – 5 p.m. Central Time. Our friendly staff will assist with your new or past order and answer any questions you may have. (800) 369-6331 (847) 432-5521

**FAX:** Complete the order form, including credit card information, or purchase order, and fax it to us. (847) 432-5547

**ONLINE:** [www.peoplefriendlyplaces.com](http://www.peoplefriendlyplaces.com)

**MAIL:** Simply include your check, credit card information, or purchase order with your completed order form.

Include your daytime telephone number. Send to: People Friendly Places, Inc.  
1954 First Street #301  
Highland Park, IL 60035

**Customer Service:** (800) 369-6331 Fax: (847) 432-5547 Monday–Friday 8 a.m. – 5 p.m. Central Time

**e-mail:** [sales@peoplefriendlyplaces.com](mailto:sales@peoplefriendlyplaces.com)



# People Friendly Places Terms

## NEW ORDERS

Please provide your account number (located on mailing label), complete billing and shipping address, contact person and telephone number, complete PFP catalog product numbers, including size, color, finish, etc.

## PURCHASE ORDERS

Purchase orders from government agencies, hospitals and recognized businesses ship open account net 30 days billing, with approval by PFP.

## TERMS

PFP sells to commercial accounts and businesses. All custom orders require a 50% deposit. Prepay orders if you do not have credit terms with PFP. We will accept your application for NET 30 terms after sales of \$1,000.00 are reached. Allow 3–4 weeks for credit processing. Submit 4 credit references, a bank reference, including telephone and fax numbers, and a contact person at each reference.

## TAX EXEMPT

Submit a copy of your resale or Tax Exemption Certificate.

## RETURNS

We will accept return of a product in resellable condition and in its original packaging within 21 days of delivery for exchange or credit.

First call our Customer Service department at: (800) 369-6331 and get a Return Authorization Number. We will credit your account less shipping charges once the item is received in good condition at PFP. We do not accept returns of any custom items, furniture, and items that ship by truck, unless defective. Unauthorized returns and returns due to a customer's change of order will get charged all freight charges and a 20% restocking fee.

## DAMAGES

Inspect your shipment immediately, note any interior product damage or exterior carton damage, tell the delivery driver about the problem before signing the freight bill, and keep all the original packaging until the claim is settled by PFP. Call our Customer Service Center immediately for assistance, (800) 369-6331. You must report damage claims within 10 working days from delivery for PFP to protect you from paying for damaged merchandise.

## PRICES

Prices are subject to change without notice.

## WARRANTY

Covers the item(s) against manufacturer defects, not from abuse, misuse, improper maintenance, or damage inflicted after delivery. Each product has specific warranty coverage described in the catalog.