

# Sapia Inc.

## Fax/Mail Order Form

<b>Your PO Number:</b> _____ <b>Sapia Confirmation Number:</b> _____
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*This Purchase Order incorporates all of Sapia's standard terms and conditions as in effect on the date accepted (including disclaimers of implied warranties, limitations of express warranties and remedies, and limitations of liability). Sapia does not accept deviations from its standard terms. If any additional or different terms or conditions are included in or attached to this Purchase Order or any related documents, Sapia Inc. may process your order, but such additional or different terms and conditions will not be deemed accepted by us. For variations on our standard terms and conditions please contact us.*

**Bill To Name:** \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State/Province: \_\_\_\_\_  
 Zip/Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email : \_\_\_\_\_

**Ship To Name:** \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State/Province: \_\_\_\_\_  
 Zip/Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email : \_\_\_\_\_

<b>Buyer:</b>	<b>Account #:</b>	<b>Customer P.O #:</b>	<b>Invoice #:</b>
<b>Order Date:</b>	<b>Shipper:</b>	<b>Ship Method:</b>	<b>Date Needed:</b>

Line Item	Qty	Part Number and Description	Unit Price U.S. Dollar	Total U.S. Dollar Amount
1			\$	\$
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$

<b>Sub Total</b>	\$ _____
<b>Shipping and Handling</b>	\$ _____
<b>MI 6% Sales Tax (if appl)</b>	\$ _____
<b>Total Charges</b>	\$ _____

**Special Instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Method of Payment**

Open account number: \_\_\_\_\_  
 You must have an approved credit account established for Sapia Inc. to accept your purchase order. The preferred method of payment is credit card, Visa or Mastercard. Please provide your credit card information below:

Card Type (Visa/Mastercard): \_\_\_\_\_  
 Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_  
 3-Digit security code (on back of Card) \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Thank you for your order.**

\*Shipping and handling charges are based on the actual shipping charges plus a prorated handling fee per order. All shipping and handling charges are prepaid and added to the invoice. Standard delivery is via UPS ground FOB Milford Michigan. We also offer 2-day and Next-day delivery. State law requires us to collect applicable state and local taxes on shipments delivered in the state of Michigan.

**Sapia's Mailing address**  
 Attn: Sapia Sales Department  
 P.O.Box 633  
 Milford, MI 48381 USA

**Fax Order to:** (775) 373-0346  
**Email Order to:** sales@sapia-inc.com