Spaulding for Children
16250 Northland Drive, Suite 120 • Southfield, MI 48075
Phone: (248) 443-7080 • Fax: (248) 443-7099
www.spaulding.org

ORDER FORM

Please make checks payable to:
Spaulding for Children

Please Print Clearly

ITEM CODE	RESOURCE TITLE	QUANTITY	LIST PRICE	TOTAL

Payment, Shipping & Handling & Return Policies

Payment or agency purchase order must accompany this form.
Please make checks payable to: **Spaulding for Children**

United States and Canadian Orders: 9% of subtotal or a minimum of $5.00 per order which ever is greater.

Canadian Orders: Payment must be in U.S. funds by an official bank draft or international money order.

Overseas Orders: We will invoice you for overseas shipping and handling Charges. Payment must be made in U.S. funds.

Returns: Returns are accepted within 30 days of shipping date for **credit only!**
There will be a 10% restocking fee for all returns

Sub Total _____

Shipping & Handling
U.S. & Canada—Add 9%
(Minimum S & H $5.00) _____

Michigan Sales Tax
Michigan residents add 6% sales tax
or include Tax Exempt Certificate _____

Total _____

Contact Information
Please Print

Organization Name: _____ **Tax ID #:** _____

Is this organization Tax Exempt? ❑ Yes ❑ No If yes, please provide a copy of your Tax Exempt Certificate with this order.

Street Address: _____
(UPS, DHL and FedEx will not deliver to a Post Office Box. Please provide a street address.)

City: _____ **State:** _____ **Zip/Postal Code:** _____

Phone: (_____)_____ **Fax:** (_____)_____

Contact Name: _____ **Email:** _____

Website: _____

Payment Method

❑ A check for the total purchase plus shipping and handling is enclosed with our order.

❑ A purchase order for the total plus shipping and handling is enclosed with our order. Purchase Order #: _____

❑ Please charge my ❑ Visa ❑ MasterCard for the total plus shipping and handling.

Card #_____ Expiration Date: _____

Name as it appears on card: _____

Signature: _____