

**Fax to:** 208-362-8009

**Mail to:** ADAS  
Customer Service  
2728 S. Cole Rd.  
Boise, ID 83709

## ORDER FORM

### BILL TO:

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

### CREDIT CARD ORDERS

Select One: Master Card \_\_\_\_\_ Visa \_\_\_\_\_

Card # \_\_\_\_\_  
Cardholder Name \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Cardholder Signature \_\_\_\_\_

### SHIP TO:

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

The issuer of the card identified on this term is authorized to pay the amount shown as TOTAL. Upon proper presentation, I promise to pay such TOTAL (together with any other charges due Thereon) subject to and in accordance with the agreement governing the use of such card.

| QTY   | MODEL # | DESCRIPTION (Surface Option / Laminate Color) | DIMENSION | UNIT PRICE | AMOUNT |
|---|---------|---|-----------|------------|--------|
|   |         |   |           |            |        |
|   |         |   |           |            |        |
|   |         |   |           |            |        |
|   |         |   |           |            |        |
| <b>SUB-TOTAL</b>                                    |         |   |           |            |        |
| Idaho Residents add 6% <b>Sales Tax</b>             |         |   |           |            |        |
| <b>Shipping</b> (call for rates, enter amount here) |         |   |           |            |        |
| <b>TOTAL DUE</b>                                    |         |   |           |            |        |

## TERMS AND CONDITIONS

### How to Order

Mail or fax your Purchase Order to:  
ADAS  
Customer Service  
2728 S Cole Road  
Boise, ID 83709  
Fx: 208-362-8009  
Ph: 800-208-2020

If you do not issue Purchase Orders, please fill out the order form above and submit it with your check, money order, or credit card number.

### Payment and Terms

We extend Net 30 credit to Public Schools, Public Libraries, Hospitals, and Government Agencies. All others please prepay by check, money order, MasterCard or Visa. All prices are FOB ADAS warehouse. A finance charge of 1-1/2% per month-annual rate of 18%- will be added to past due accounts.

### Delivery

Furniture is shipped via common carrier, allowing us to track your purchase en route. Unless otherwise specified, all orders are shipped with charges prepaid and added to your invoice. Your order will be packed flat in durable cardboard boxes and stacked on a pallet.

### Delivery Times

Many items are built to order, with lead times of 1-4 weeks after receipt of official Purchase Order. Custom orders may take longer.

### Delivery Charges

Delivery charges cover the freight costs of shipping your order from our factory. We pass along our volume freight discounts to keep freight costs down. We take pride in our competitive shipping charges and services, and do not profit from delivery charges on our furniture.

### Residential Delivery

If your order is shipped to a residence, there is a \$25.00 surcharge added by the common carrier. If you require assistance with an inside delivery, there is a minimum \$35.00 surcharge added by the common carrier. Depending on your location, some common carriers offer a lift gate service.

### Bid Service

We will quote on your bid purchasing requirements for multiple unit orders. Send a request for quotation to:

Attn: Sales Department  
ADAS  
2728 S Cole Road  
Boise, ID 83709  
Fx: 208-362-8009 Ph: 800-208-2020

### Lost or Damaged Merchandise

Customer is responsible for reporting loss or damage in shipment. Check your order against the Packing Slip to be sure you receive all cartons. Inspect for visible damage to cartons and note damage on delivery receipt. Open the cartons after delivery and inspect for concealed damage. If you find damage contact ADAS immediately and do not discard the packaging. Fx: 208-362-8009 Ph: 800-208-2020

### Returns

All returns are subject to a 25% restocking fee. The customer is responsible for return shipping, unless covered under warranty. Returns are accepted when properly packed in the original packaging only. Please understand that we cannot cancel or accept returns of custom-made orders once in production. No returns after 30 days. Fx: 208-362-8009 Ph: 800-208-2020