



## Customer Order Form

Date:	Will this order be SHIPPED or PICKED UP?
Bill to:	Ship to:
Contact/Institution name:	Email:
Phone:	Fax:
Payment method (please circle): <input type="checkbox"/> Visa/MasterCard – <input type="checkbox"/> Check – <input type="checkbox"/> Purchase Order <sup>❖</sup>	Visa/MasterCard #
P.O. #	Exp Date:

Quantity Ordered	Item Name	Item Description (color, size, etc.)	Price Each	Total Amount

❖ For purchases over \$200 only

\*IL residents ONLY: Add 8% sales tax to your order.

\*\*Use order subtotal to determine shipping costs:

\$0.50 – 24.99 = \$4.95    \$25 - \$49.99 = \$5.95    \$50 - \$74.99 = \$6.95

\$75 - \$159.99 = \$8.95    \$160 and up = \$10.95

Subtotal	
Tax* (IL)	
Shipping**	
<b>Total</b>	

Fermilab Education Office – Customer Order Form

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