

**MACGILL ORDER FORM**

# MacGILL®

## SCHOOL NURSE SUPPLIES

MacGill  
 1000 N. Lombard Road, Lombard, Illinois 60148  
 Toll-Free Order Line: 1-800-323-2841  
 (Mon. – Thurs. 7:30 a.m. – 5:00 p.m., Fri. 7:30 a.m. – 4:30 p.m. CST)  
 Toll-Free Fax: 1-800-727-3433 (Available 24 hrs. for Document Transmission)  
 Website: <http://www.macgill.com>  
 E-mail: [macgill@macgill.com](mailto:macgill@macgill.com)

**BILL TO:**

Organization or Individual \_\_\_\_\_

Attention of \_\_\_\_\_ Title \_\_\_\_\_

P.O. Box \_\_\_\_\_ Street Address \_\_\_\_\_  
 We must have street address where available for UPS and truck shipment.

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

PURCHASE ORDER NUMBER \_\_\_\_\_ ACCT # \_\_\_\_\_

**DELIVER TO: (ONLY IF DIFFERENT THAN BILL TO ABOVE)**

Organization or Individual \_\_\_\_\_ Attention of \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_


CATALOG NUMBER	DESCRIPTION	COLOR (if applicable)	QUANTITY	UNIT PRICE	EXT. PRICE

California, Illinois, North Carolina and Virginia add applicable sales tax.

**Shipping Charges:**

- For customers in the 48 contiguous states

**\$0 to \$64.99 — \$12.95**

- Free shipping on most orders over \$65.00. (customers in Alaska and Hawaii, please call for charges).
- Furniture items featuring the  logo are not eligible for free shipping. A customer service representative will be in contact with you regarding the costs of shipping these items, or call 1-800-323-2841 for details.



<b>PAGE TOTAL</b>	
<b>SALES TAX (CA, IL, NC, VA)</b>	
<b>SHIPPING CHARGES</b>	
<b>TOTAL</b>	

Sign Here \_\_\_\_\_ Date \_\_\_\_\_

CATALOG NUMBER	DESCRIPTION	COLOR (if applicable)	QUANTITY	UNIT PRICE	EXT. PRICE

**All Schools Have Instant Credit**

**Ordering Information**

This document does not knowingly contain an untrue statement of materials and products or omit to cause misleading information or guidelines.

**Payment Terms**

Net 30 Days.

**Payment Options**

We accept purchase orders from public and private schools, and school based and college health centers. Invoice will follow after completion of order. Businesses and individuals should enclose a check or credit card information with order. Please make checks payable to MacGill® & Co. Orders are subject to shipment upon clearance of checks.

**Shipping Charges**

All orders are shipped prepaid. On orders under \$65.00, the shipping costs will be added to the invoice (see pricing on page 206). On most orders over \$65.00 to one location, MacGill® will pay all shipping costs for loading dock/tailgate delivery. Exceptions include orders shipping outside the continental United States and orders with certain furniture items (see page 206 for details). Please contact our Customer Service team at 1-800-323-2841 with any questions.

**Shipping Methods**

Most orders are shipped United Parcel Service (UPS). On large orders or items too heavy to ship UPS, we will ship by common carrier truck.

**Other Regulated Materials, Domestic**

**ORM-D** Cannot be shipped by air.

**Sales Tax**

**Schools:** No Sales Tax will be added except in California and North Carolina.  
**Businesses and Individuals:** Sales Tax will be added in Illinois, California, North Carolina and Virginia where applicable.

**Price Increase**

All prices are current as of January 1, 2018. Due to unforeseen manufacturer's price increases or decreases, pricing is subject to change without prior notification. MacGill® reserves the right to correct typographical errors.

<b>PAGE TOTAL</b>	
<b>FRONT TOTAL</b>	
<b>SALES TAX (CA, IL, NC, VA)</b>	
<b>SHIPPING CHARGES</b>	
<b>TOTAL</b>	

**ORDERING INFORMATION: (FOR CREDIT CARD ORDERS)**

EXACT NAME ON CARD \_\_\_\_\_

BILLING ADDRESS OF CARD \_\_\_\_\_

CITY \_\_\_\_\_


STATE \_\_\_\_\_ ZIP \_\_\_\_\_


DAY PHONE\* ( \_\_\_\_\_ ) \_\_\_\_\_


EVENING PHONE\* ( \_\_\_\_\_ ) \_\_\_\_\_


BEST TIME TO CALL \_\_\_\_\_

\*We may need to call you with questions about your order.

 13-16 numbers

 15 numbers

 16 Numbers

 13-16 Numbers

CARD #

EXPIRATION DATE  MO  YR

3-4 DIGIT SECURITY CODE

SIGNATURE \_\_\_\_\_