

# ORDER FORM



**Call Toll-Free 1-800-552-9231**  
**In Michigan Call 616-241-3922 • Fax Orders to 616-452-1255**  
**8:00 a.m. - 5:00 p.m. Eastern Standard Time Monday through Friday**  
**Down, Inc. 635 Evergreen SE Grand Rapids, MI 49507**

DATE: \_\_\_\_\_

**BILL TO:**

Company \_\_\_\_\_  
 Attention \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone (include area code) \_\_\_\_\_  
 Fax (include area code) \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**SHIP TO** (if different than BILL TO):

Company \_\_\_\_\_  
 Attention \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone (include area code) \_\_\_\_\_  
 Fax (include area code) \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

Purchase Order No.: _____	Printed Name of Person Placing Order: _____
Date: _____	Signature of Person Placing Order: _____
Phone (include area code) _____	

Quantity	Style#	Color	Size	Description	Unit Price	Total

Please provide business resale number: \_\_\_\_\_

**NOTE:** Open account customer terms are Net 30 days, F.O.B. Grand Rapids, MI

**METHOD OF PAYMENT:** (Remember to include credit card information)

- We have an account, bill us
- Open an account for our firm (please fill out the enclosed New Account Information Form on the reverse side)
- C.O.D. Cash (Cashier's Check or Money Order Only)
- Please charge my:    Visa    MasterCard    American Express   Issuing Bank: \_\_\_\_\_  
(For Visa and MasterCard)

**ATTENTION FIRST-TIME BUYERS**

*In order to expedite your order promptly,  
Please be sure you have completed and  
returned the New Account Form via  
fax or mail to our business office.  
See above for details.*

Name \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Card Verification Code: \_\_\_\_\_