# ORDER FORM

Use this order form to organize your order before phoning us at **1-888-331-7114**

or Mail/Fax to Therapeutic Resource Company
P.O. Box 16814, Cleveland, Ohio 44116
Fax (440) 331-7118 info@therapeuticresources.com
WWW.THERAPEUTICRESOURCES.COM

## ORDERED BY

NAME (First, Last) _____

COMPANY NAME _____
This address is ❑ HOME ❑ BUSINESS

ADDRESS (No P.O. Boxes) _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE ( ) – _____ FAX ( ) – _____

EMAIL _____

## SHIP TO (Fill in only if different from ORDERED BY)

NAME (First, Last) _____

COMPANY NAME _____
This address is ❑ HOME ❑ BUSINESS

ADDRESS (No P.O. Boxes) _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE ( ) – _____ FAX ( ) – _____

EMAIL _____

## To Purchasing Agent or Secretary

If you are the purchasing agent or secretary, list the person's name and department that is going to be using the material (the end user).

NAME _____ DEPT _____

## Customer Key Code Number

Record the code that is to the left of your Mailing Label in the box below (even if this catalogue was not addressed to you). This number contains information necessary for prompt processing of your order.

**Customer Key Code**

## Payment Method

❑ CHECK # _____ (in U.S. funds)
payable to *Therapeutic Resource Company*

❑ PURCHASE ORDER # _____
Purchase Order must be attached to completed order form.

❑ CHARGE TO:

❑ MasterCard ❑ VISA ❑ DISCOVER ❑ AMERICAN EXPRESS

CREDIT CARD NUMBER

EXPIRATION DATE
/
Month / Year

Cardholder Signature

| ITEM # | QUANTITY | NAME OF PRODUCT | UNIT PRICE | TOTAL |
|---|---|---|---|---|
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**Shipping / Handling Charges**

**Continental United States:**
$11.00 for the first item + $1.00 for each additional item.

**Alaska, Hawaii & Puerto Rico** are shipped 2nd Day or Overnight - call for rate. **Canadian & International orders** - call for rate. Shipments outside of the United States are subject to additional handling charges & fees. Customers are responsible for any applicable taxes and duties.

**Need it fast?**
Call us by 12:00 EST for shipping rates on Next Day & Second Day shipping.

**Standard Shipping**
We ship via UPS regular service (within the continental U.S.) unless you indicate otherwise.

| | |
|---|---|
| **SubTotal** | |
| **Ohio orders - add 7% Sales Tax or enter Tax ID #** | |
| **Shipping / Handling** ← (see box) | |
| **Grand Total** | |

## How to Order

**Purchase Orders:** Mail or Fax a Purchase Order. Our terms are Net 30 days. Include Person's Name and Department that is using product(s). **Credit Cards**: Include account number, expiration date and signature. **Check** or **Money Order**: Made payable to ***Therapeutic Resource Company***. All payments in U.S. dollars.

**Shipping:** Orders will be sent within 10-12 weeks. In stock items are sent within 48 hours. Continental U.S. orders are shipped UPS ground. For Overnight or 2nd Day shipping call for charges. Orders to Alaska, Hawaii and Puerto Rico are shipped 2nd Day or Overnight. Canadian & International orders are shipped through post office. Customers are responsible for any applicable taxes or duties. Please provide a complete street address. UPS cannot ship to a post office box. We can ship UPS COD and an addition $10.00 will be added to your order.

**Sales Tax:** Ohio residents add 7% sales tax on total. Tax exempt organizations, please provide exempt or resale number.

**Pricing:** Prices listed in this catalogue supersede all previous catalogues and are effective through January

**Returns:** We will refund, exchange or credit your account for the price of any product(s) returned within 30 days of receipts. Products must be in resalable condition. Simply return the product along with packing slip and reason for return to:
Therapeutic Resource Company
P.O. Box 16814, Cleveland, OH 44116

**Problems:** If any product is damaged or lost during shipping or mistakenly left out, call us immediately. Keep original box and call us 1-888-331-7114 within 10 days. We'll take care of everything!

**Mailing Lists:** We occasionally share your name with other reputable companies that provide similar products. If you do not wish to receive such mailings let us know. If you receive duplicate catalogues, please call us 1-888-331-7114 and let us know. We want to conserve as much as possible!

**Locating Resources:** When locating products for you a service charge may be applied to the cost of the product. Charge will be known when product is found. Customer will then be given option to purchase item.