

HEADLINE VISION ENTERPRISES, INC.



www.headlinevisionenterprises.com

www.facebook.com/headlinevisionenterprises/

2625 Timberlake Ct.
San Jose, CA 95148
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ORDER FORM

DATE: _____

Bill To:

Account# box

Ship To:

Purchase Order #:
Ordered by:
Phone #:
FAX #:
E-Mail:

Main product table with columns: Quantity, Item Code, Number of Sheets per Packet or Number of Booklet Packs, Description, Unit Price, Total

Books Shipping Charges

Shipping charges table for books: Orders up to 11 books \$15.00, 12-20 books 17.00, 21-30 books 22.00, 31-40 books 31.00, 41+ books Actual Freight

International, Hawaii and Alaska orders will be assessed actual freight plus a \$15 special handling fee.

Charts Shipping Charges

Shipping charges table for charts: Orders up to 50 sheets \$ 9.00, 51-200 sheets 13.00, 201-500 sheets 21.00, 501-750 sheets 30.00, 751-1000 sheets 37.00, 1001-1250 sheets 45.00, 1251+ sheets Actual Freight

International, Hawaii and Alaska orders will be assessed actual freight plus a \$15 special handling fee.

PAYMENT INFORMATION: (All orders must be prepaid)

- CHECK ENCLOSED or BILL MY VISA/MASTERCARD (Circle one)

ACCT# _____ EXP. DATE: ____ / ____

CCV#: _____

Authorized Signature: _____

Terms and Conditions:

Payment & Pricing

1. All Orders must be prepaid by check or Credit Card. We accept Visa and Master Card. Minimum Credit Card order is **\$20.00**
2. Current Catalog prices supercede previous prices and are subject to change without notice. Printing errors will be corrected when recognized.

Ordering & Shipping

1. Orders are accepted by mail or Fax. You may FAX your order to **408-528-9509** and start transmission.
2. Orders will be shipped upon clearance of payment instrument and shipped by UPS Ground Service whenever possible.
3. Please allow 4 to 6 weeks for shipment.
4. Orders being sent to Alaska, Hawaii or Internationally will be assessed actual freight charges and assessed a \$15 special handling fee.

Returns

1. It is your responsibility to verify your order upon receipt for damage or shortage. You must contact us within **15 days** of invoice date.
2. Merchandise can only be returned during the **first 40 days from invoice date** after receiving **a return authorization number**. You may exchange or receive credit towards a future purchase, which will be issued upon our receipt of returned merchandise.
3. Merchandise must be returned in the condition it arrived at your location and in the original packaging material.

Suggestions

If you have any ideas or suggestions for products you would like to see us produce, please send us an e-mail or drop us a fax with PRODUCT SUGGESTION in the Subject line.