

Allsteel Government Credit Card Order Information

- Authorized agency signature required for invoiced order and if original information changes.
- Credit card holder signature required for credit card order and if original information changes.
- Credit card orders bill when shipped. See GSAR 552.232-80 (C).
- Modification required with agency signature when change to original order involves product, unit cost, or total value.
- With questions, email ASIGovtSIF@allsteeloffice.com or call 888-255-7833.

AGENCY _____

AGENCY P.O. # _____

Credit Card Billing Address

Bill-To Phone # _____

Bill-to FAX # or Email _____

CREDIT CARD INFORMATION

Allsteel will contact you for your credit card information. Please provide your phone number and the best time to call.

Name _____

Phone Number _____

Best Time to Call _____

CARDHOLDER INFORMATION

Printed Cardholder Name _____

Cardholder Signature _____

CONTRACT # _____

SHIP TO ADDRESS _____

Traffic Contact Phone # _____

Traffic Contact Name _____

DELIVERY TYPE

Delivery is tailgate to a standard dock, FAR 52.247-34. Inside delivery is available. Additional charges will apply as required.

Standard Dock Inside Delivery Install

Special Instructions/Requests/Mark For:

ORDER TYPE

(Check all boxes that apply)

Invoice Credit Card (CC) Tax Exempt (Attach Certificate)

SERVICING DEALER

Contact _____

Phone # _____

Account # _____

| QTY | MODEL.OPTIONS | TAG | LIST \$ | DISC % | UNIT \$ | EXTENDED \$ |
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