



HON GOVERNMENT CREDIT CARD ORDER INFORMATION

- A Government Agency Purchase Order must be submitted for all orders with Net 30 day terms
- Cardholder signature required for credit card order
- Credit card orders bill when shipped. See GSAR 552.232-80 (C)
- Email completed order form to hongsaoc@honcompany.com

AGENCY P.O.# \_\_\_\_\_

CONTRACT # \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

Ship-to Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bill-to Phone # \_\_\_\_\_

Traffic Contact Phone # \_\_\_\_\_

Bill-to FAX # or Email \_\_\_\_\_

Traffic Contact Name \_\_\_\_\_

\_\_\_\_\_

CREDIT CARD INFORMATION:

SPECIAL INSTRUCTIONS/REQUESTS/MARK FOR:

HON 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 \_\_\_\_\_

\_\_\_\_\_

Total order amount \_\_\_\_\_

Servicing Dealer \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Contact \_\_\_\_\_

Printed Cardholder Name \_\_\_\_\_

Phone # \_\_\_\_\_

Account # \_\_\_\_\_

QTY	MODEL	COLOR	TAG	LIST \$	DISC %	UNIT \$
<p>____ See Attached Quote      ____ # Pages to Follow</p>						<p><b>TOTAL \$</b></p>

CONTRACT: GS-27F-0015S

The HON Company Government Customer Service  
Phone 800-466-8694 | Fax 800-833-3902 | E-mail: hongsaoc@honcompany.com



The HON Company  
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