



# Customer Order

**Note: Product is available on a "first come first serve" basis. Required Customer information is in RED. If applicable, please have authorizing purchasing agent sign prior to submission. Special deliveries may be made at the customer's request and are subject to additional charges. All special deliveries are subject to a weekly charge until the items are returned. Any special delivery made on a day other than the scheduled delivery day will incur a \$35.00 delivery charge. Customer will be charged for Courier fee if applicable.**

Morgan Services use only	
Stockroom	Computer Entry
Date	Date

Customer Information	Acct # _____ Normal Delivery Day <b>M T W H F</b>
	Customer Name _____
	Contact Name _____ Call Back Number _____

Item Information (as much as possible)	Requested Delivery Date: ____ / ____ / ____					
	Item # (SKU)	Item Description	QTY	Item # (SKU)	Item Description	QTY
Signature: _____ Date: _____ Approval: _____						

Comments	

Please call to confirm receipt
  No call back necessary