

# DALLAS MIDWEST

4100 Alpha Road • Dallas, TX 75244  
OFFICES ALSO IN ATLANTA, MILWAUKEE AND LOS ANGELES

**SAVE TIME!**  
Place your order on  
[www.dallasmidwest.com](http://www.dallasmidwest.com)

CALL 800-527-2417  
or FAX this order form to  
800-301-8314

Dallas Midwest  
Federal ID #: 20-3853473

Leasing terms available —  
Call 800-527-2417 for details

Check here if you prefer not to receive mailings from companies who are occasionally given permission to mail special offers to our customers.

To expedite your order, please print the 8-digit PRIORITY CODE from the blue highlighted box on the back cover:

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## BILL TO:

Organization \_\_\_\_\_

ATTN \_\_\_\_\_ Title \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone\* ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Person Ordering (First Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_

## SHIP TO:

Organization \_\_\_\_\_

ATTN \_\_\_\_\_ Title \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone\* ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

QTY	PAGE #	ITEM NO.	DESCRIPTION	SIZE	COLOR/FINISH*	PRICE EA.	TOTAL PRICE

Thank You for your Order!

\* If no color specified, we will ship the color pictured in catalog.

\*\* SALES TAX Because of our office locations we are required by law to collect sales tax on mail order purchases in the following states: TX, WI, NJ, NV, CA, GA.

**Evidence of exempt status is required.** Please mail or fax your Exempt Certificate after placing your order.

**NOTE** We extend credit to most institutions, schools, churches, and D&B rated companies. Dallas Midwest gladly accepts MasterCard, Visa, American Express and Discover as a deposit for orders by telephone, fax, or mail.

Merchandise Total

Shipping

Sales Tax\*\*

Order Total

Check here if matching a previous order

Check one:

MasterCard  VISA  American Express

Discover  Bill us  Check Enclosed

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Check if this confirms a telephone order

Expiration Date:

MO

YR

## ORDERING IS EASY

HOURS: M-F 7:30 a.m.–9:00 p.m. • Sat. 9:00 a.m.–9:00 p.m. • Sun. 9:00 a.m.–7:00 p.m. EST

- Call toll-free to order or ask questions, or use our handy order form. If you cannot find the product you need, call us. We will be happy to help you find it.
- All merchandise is shipped F.O.B. Factory Terms such as KD and RTA refer to furniture where some assembly is required.
- Freight rates are based on geographically averaged costs and include a small insurance and handling charge.
- Dallas Midwest offers discounts on larger orders. Call us and we'll compute your savings over the phone. We can even write your order for you for added convenience.
- Colors shown in the catalog are reproduced

with care; however they may differ from actual colors. Please call to request color chips or swatches. If your favorite color is not shown, please request a complete color chart. Some custom colors may require longer shipping times.

- For your protection, inspect your merchandise upon delivery and report any damage to us at 800-933-2731. Damage not noted at time of delivery is the customer's responsibility unless a replacement is ordered.
- Customer returns and orders cancelled after shipment are subject to round trip freight and storage charges. Returned or cancelled orders over \$2000 also subject to

- a 20% restocking charge. Prior authorization is required on all returns, call for your RA#. Custom items cannot be cancelled or returned.
- If you have placed an order over the phone, please do not send a confirming order or P.O. Duplicate orders are the customer's responsibility.
- Prices subject to change. Manufacturers' specifications are subject to change without notice. Products offered at different times may not match. Manufacturing problems or regional availability may cause us to substitute products of equal or greater quality, but this would be done only to improve our service and delivery of your order.