

Whitaker Center for Science and the Arts

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DATE: _____

Order Acknowledgement (Form ES-1)

To:
 Attention:

Order Date: _____

Purchase Order: _____
 Whitaker Order # _____

Phone:
 Fax:

Ship To:
 Attention:

: Phone _____
 Fax: _____

*Ship via:

Ground- Freight Collect OR 3rd Party Billing-(Whitaker Center pays shipping & invoices customer for reimbursement.)

*(No estimates on shipping costs can be given.)

Special Instructions: _____

Qty.	Description	Unit Cost	Line Total
*	Shipping not included in total- Customer agrees to pay shipping fees as specified above.		
Total			

A 50% deposit is due upon receipt of this document:, \$ _____ payable in US dollars to, *Whitaker Center for Science and the Arts*. Please include Whitaker Center Order # on your check to the attention of Deborah Peters.

Customer agrees to order, total, and payment requirements of deposit, balance and shipping.

 Customer Signature

 Date