Cassidy West, Inc.
6231 Yarrow Drive, Suite B, Carlsbad, Ca 92011
Ph. (800) 755-2748, Mon-Fri 8AM-4PM PT
Fax (760) 598-7292
email: orders@cassidywest.com

DRAPERY ORDER FORM

Designers & Stocking Dealers Only

DATE: _____

❑ New Customer ❑ Existing Customer - enter Customer No. _____

STEP 1: ENTER YOUR BILLING INFORMATION

NAME
COMPANY NAME
ADDRESS
ADDRESS (cont)
PHONE ( ) FAX ( )
P.O.# or S/M: EMAIL:

STEP 2: ENTER SHIP-TO INFORMATION *(if different from billing)*

NAME
COMPANY NAME
ADDRESS
ADDRESS (cont)
PHONE ( ) FAX ( )

STEP 3: CHOOSE CURTAIN / DRAPES *(AVAILABLE PANEL OPTIONS LISTED ON EACH CURTAIN PAGE)*

Fabric Name	Fabric Color	Size (W" x H")	Top Style	Ring Style No. (if ring top)	Lining (unlined, lined or innerlining)	Weighted corners? Yes or No	Order Qty.	Retail Price (incl. any ring or lining upgrades)	Ext. Price (retail)
								(A) CURTAINS/ DRAPES SUBTOTAL	$

STEP 4: SUBTOTAL ORDER

(A) CURTAINS EXT PRICE $ -

LESS TRADE DISCOUNT $ -
(Call if unknown)

(B) ORDER SUBTOTAL ***$*** -

STEP 5: SHIPPING

❑ Standard *

❑ 2nd Day

❑ Next Day

* not available to AK or HI

STEP 6: CALCULATE SHIPPING

Order Subtotal	Shipping Fees
$0 - $49.99	$10.50
$50 - $99.99	$16.75
$100 - $199.99	$22.00
$200 +	15%
AK & Hawaii	20% of order subtotal + 2nd or Next Day fees
2nd Day air add $15/unit; Next Day add $30/unit	

STEP 7: CALCULATE ORDER TOTAL

from STEP 4 (B) ORDER SUBTOTAL $ -

(see table at left) SHIPPING FEES $

(see below) RUSH FEE ** $

ORDER TOTAL $ -

** cuts production time in half; enter 20% of order subtotal

STEP 8: CHOOSE FORM OF PAYMENT

❑ Visa ❑ Master Card ❑ American Express

Note: card will be charged 24 hours after order confirmation is sent.

Card Number _____

Expiration Date (required): _____ - _____
month (mm) year (yyyy)

Print Name as it appears on card: _____

Authorized Cardholder Signature (required):

STEP 9: FAX ORDER FORM TO (760) 598-7292 or email to orders@cassidywest.com

ORDER CONFIRMATION will be emailed/faxed to you within 24 hours. Please review confirmation carefully and email/fax any changes within 24 hours. Changes not accepted after this period.