ORDER FORM

Designers & Stocking Dealers Only

Cassidy West, Inc.
3151 Scott Street, Vista, CA 92081
Ph. (800) 755-2748, Mon-Fri 8AM-4PM PT
Fax (760) 598-7292
email: orders@cassidywest.com

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 RODS & FINIALS

enter item #	finish color #	rod length in inches (do not include finials)	order qty.	retail price	ext. price (retail)
				(A) RODS & FINIALS SUBTOTAL	***$***

STEP 4: CHOOSE BRACKETS, RINGS & TIEBACKS

enter item #	finish color #	order qty.	retail price	ext. price (retail)
			(B) ACCESSORIES SUBTOTAL	***$***

STEP 5: SUBTOTAL ORDER

(A) RODS & FINIALS $

(B) ACCESSORIES $

LESS TRADE DISCOUNT $
(Call if unknown)

(C) ORDER SUBTOTAL ***$***

STEP 6: SHIPPING

❑ Standard *

❑ 2nd Day

❑ Next Day

* not available to AK or HI

STEP 7: CALCULATE SHIPPING

Order Subtotal	Shipping Fees
$0 - $49.99	$9.95
$50 - $99.99	$15.95
$100 - $199.99	$20.95
$200 +	10%
AK & Hawaii	20% of order subtotal + 2nd or Next Day fees
Items over 105" add $35.00/unit (AK & HI $50.00)	
2nd Day air add $35/unit; Next Day add $50/unit	

STEP 8: CALCULATE ORDER TOTAL

from STEP 5 (C) 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 9: 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 10: FAX ORDER FORM TO (760) 598-7292 or email to orders@cassidywest.com

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

This order subject to Cassidy West *Terms & Conditions of Sale*