

REQUISITION FORM

In order to place an order for: drums, parts, or supplies we require for the Customer to agree to the Terms and Conditions by signing this form.

Company Name	Address
City	State Zip code

Qty	Item	Price	Ext
			\$
			\$
			\$
			\$
			\$
			\$
	Shipping & Handling		
	Sub total		
	Tax		
	Total		\$

Terms: All quoted prices are COD with ACH or credit card (which carry a 5% surcharge).
Returns: Opened items and special order items cannot be returned. American Copy Machines reserves the right to refuse the return of all other items and/or to charge a minimum restocking fee of 25%. **No returns accepted after 14 calendar days.**
Payment: All payments are final. If there is a dispute with the payment made, you must contact American Copy Machines and not with the financial institution. The buyer is responsible for all legal/collection fees in case we need to use an outside company to collect.

Authorized Signature X	Telephone	Email Address
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CREDIT CARD

I _____ hereby authorize ACM to charge my credit card below for purchases made including the 5% surcharge.

VISA MC AMEX CC# _____ EXP. _____ VCODE _____

ACH

I _____, authorize ACM to debit my account for the above order.

Bank name _____ Routing # _____ Account # _____

Please email form to: admin@myACMsolutions.com