the HomePort Collections

7 Williams Drive, Union, MO 63084
Phone : 636 583 1166 . Fax : 636 583 4410 . Email : info@thpc.us

ORDER FORM

When an order is placed, the customer accepts our Terms & Conditions.

Order Date :
Your Purchase Order Number :
Sales Representative { if applicable } :

Billing Information

Company Name :
Resale ID { for new customer } :
Contact Person :
Address { line 1 } :
Address { line 2 } :
City, State, Zip :
Phone : Fax :
Email :
Method of Payment { please circle } - MC Visa Amex
Expiration { mm / yy } :
Cardholder { print name } :
Signature :

Shipping Information { All orders are FOB Union, MO }

Ship to :
Address { line 1 } :
Address { line 2 } :
City, State, Zip :
Phone : Fax :
Email :
Request Ship Date :
Ship Via :
Carrier Account number :
Reminder for backorder if needed { phone, fax, or email address } :
Special Instructions :

Item Number	Description	Quantity	Unit Price	Total Amount
{ IMPORTANT NOTE } : All net 30 invoice will be subjected to a 4% processing fee if total ❁ invoice is less than $500, unless waived by The HomePort Collections upon approval.			Total ❁	$

❁ This total does not include shipping/freight charges which will be forwarded to your invoice. Customer is solely responsible for all shipping/freight charges. The HomePort Collections will use UPS for ground shipping, all large orders that include furniture pieces will ship by truck. We will search for the best shipping rates for your pallet order. All in-stock orders will ship within 2-3 business days, unless otherwise noted. The HomePort Collections must be informed at time of order if items are to be delivered to a residential address. All shipments are FOB Union, MO. The HomePort Collections will not be responsible for damages incurred during shipment. Any claims for freight damage must be reported and filed directly with the freight company. Please see our catalog for complete and updated Terms & Conditions, or visit our website at www.thpc.us.