SERVICE PARTS FAX ORDER FORM

To: Material Lift Sales, Inc. **FAX TO (919) 676-1555**

PLEASE FILL OUT COMPLETELY

Date: _____
Your Name: _____
Bill To: _____

Your e-mail address: _____
Your FAX Number: _____
Your Phone Number: _____
Ship To: _____

Shipping By UPS Ground: Yes No
By Other (specify): _____

Purchase Order Number: _____

Please specify (circle one) :

(1) Ship Complete Order Only – NO Backorders.
(2) Ship All Available Parts and Contact Me For Disposition of Backordered Parts.
(3) Ship All Available Parts and Cancel Any Backordered Parts.

PAYMENT

Credit Card: _____ **Credit Card Number:** _____
Experation Date: _____ **Full Name:** _____
(As it appears on Card) (As it appears on Card)

Please charge my account for the items ordered below plus shipping costs
AUTHORIZED SIGNATURE _____

TERMS OF SALE:

SHIPMENTS AND SHIPPING CHARGES: Most orders for these products are shipped complete on the same or next day entered and can be shipped by UPS. If you need other arrangements please note and we will attempt to fill your requirement. Upon shipment you will receive notification from us with tracking information.
*Shipment of backordered items will be subject to additional charges, if actual shipping expense exceeds the amount initially charged.

PARTS RETURNS: If you wish to return parts ordered from us, please contact us to obtain a Return Authorization Number. Parts received without this authorization cannot be credited. Returned parts must be sent prepaid to our designated address, and are subject to a 30% restocking charge. Damaged or used items will not be credited.

SERIAL NUMBERS/PARTS NUMBERS: Model and Serial Numbers are very important, we encourage you to provide these if at all possible. Please check you parts list to verify that you have ordered the correct part number(s) and quantity required.

Model Number _____ **Serial Number:** _____

Part Number	Description	Quantity

Please Use This Sheet if More Space is Needed.

Part Number	Description	Quantity