

Fax Forms Instructions, Shipping Charges and Sales Tax Information

Fax Order Form Instructions:

1. Print out "Fax Order Form"
2. Complete form with as much information as possible and fax to 1-954-370-0503
3. A Sheaffer One Source representative will contact you to review and finalize your order.
4. If you have any questions, please call 1-954-370-0087.

Shipping Charges:

All orders are FOB Bay Shore, New York. Shipping charges are additional, and will be added to the merchandise total prior to invoicing. *If you would like to know your shipping charges prior to processing your order, simply let us know by checking the box at the bottom of the fax form.*

Sales Tax Information:

We are required to collect sales tax for orders shipped to the following states: New York, New Jersey, Illinois, Pennsylvania, Texas, Florida and California.

If you are a reseller, or a nonprofit organization, and are exempt from paying sales tax in any of the above states, it is important that you provide us with the appropriate sales tax exemption certification along with your order.

Any applicable sales tax will be added to your order at the time of invoicing or before charging your credit card.