OFFLINE ORDER FORM

Worthington Direct
PO Box 140038
Dallas, TX 75214
PH: 800-599-6636
FX: 800-943-6687
Email: sales@worthingtondirect.com

DATE _____

PO # _____

ACCT # _____

BILL TO

Organization Name:	
Attn/Dept:	
Mailing Address:	
City, ST, Zip:	
PH:	
Email:	

SHIP TO

Organization Name:	
Attn/Dept:	
Shipping Address:	
City, ST, Zip:	
PH:	
Email:	

STOCK #	DESCRIPTION	COLOR & OPTION SELECTIONS	QTY	UNIT PRICE	TOTAL

Remarks / Instructions:

SUBTOTAL	
SHIPPING/HANDLING	
TAX	
TOTAL	

Please calculate shipping & tax rate (if applicible) using our online shopping cart, or contact us for totals.

AUTHORIZED SIGNATURE _____

TITLE _____

We accept purchase orders from state and federally funded institutions including public K-12 schools, state colleges/universities, public libraries, municipalities, all branches of the military and churches. Commercial and business firms must seek approval prior to placing their first PO by completing a credit application. Please contact our Accounts Receivable department for more details at accounting@worthingtondirect.com.

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www.worthingtondirect.com