

## PRODUCT PURCHASE REQUEST FORM

### PURCHASING INFORMATION

Account Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Requested By: \_\_\_\_\_ Acct#: \_\_\_\_\_

PRODUCT: \_\_\_\_\_ Description: \_\_\_\_\_ Price: \_\_\_\_\_

Ship to Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Special Requests: \_\_\_\_\_

Vendor: \_\_\_\_\_

### CREDIT CARD INFO (This information is mandatory)

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

VISA  MasterCard  Discover  AMEX Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Account #: \_\_\_\_\_

Please review the above information as some of the following cash charges may be applied to your credit card. Your credit card is given as a guarantee.

- **NO CANCELLATION CAN BE MADE ONCE THE REQUEST IS CONFIRMED**
- All ITEX charges, ITEX dollars & cash are **NON-REFUNDABLE ONCE THE REQUEST IS CONFIRMED**
- Taxes are paid in cash.

I have read the above conditions and I authorize this request in my name. I understand and accept any applicable fees and charges that will be assessed to my credit card and my ITEX account. I authorize payment through ITEX as follows:

Total ITEX: \$ \_\_\_\_\_ Total Tax: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Note: ITEX must have the credit card# and signature to begin the booking process)

### REQUEST CONFIRMED – To be filled out by ITEX only

PRODUCT: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Rate: \$ \_\_\_\_\_ Confirmed by: \_\_\_\_\_

Total ITEX: \$ \_\_\_\_\_ Total Cash: \$ \_\_\_\_\_

Sent (date): \_\_\_\_\_ Address Sent to: \_\_\_\_\_ Sent Via: \_\_\_\_\_