# HOW TO ORDER

1. Use enclosed order form (photocopies accepted) or blank sheet of paper.
2. Specify complete shipping address (No P.O. Boxes please).
3. List item number and description of each item ordered.
4. Specify quantity needed for each item.
5. Note any special instructions (e.g. personalization, shipping, etc.)
6. Indicate a daytime telephone number in case we have questions.
7. For credit card orders (VISA, MasterCard or American Express ONLY), provide the name shown on the credit card; the card number (16 digits), and the expiration date.

**Payment** — We accept VISA, MasterCard or American Express. Also personal checks and money orders payable to St. Andrews Products. COD also available. Certain accounts may be approved for NET 30. Inquire with customer service.

**Prices** — All prices are U.S. dollars and F.O.B. Michigan City, Indiana. Actual shipping costs will be added.

**Sales Tax** — Indiana residents add 7% sales tax. All other state and local taxes, if applicable are the responsibility of the end user.

**Volume Quantities** — In some cases, large orders for a single item may qualify for a quantity discount. Call for prices.

**Special Gifts** — Customer packaging and gift wrapping available. Call for prices. Also, if you don't find the exact item you need, call us and we will get it for you.

**Gift Certificates** — Gift certificates are available in $25.00, $50.00 and $100.00 denominations. Inquire with customer service.

**Delivery Time** — In-stock items will be shipped within 24 hours after receipt of order. Allow 2-3 weeks for custom orders.

**Shipments** — Orders are shipped via UPS or FEDERAL EXPRESS and cannot be delivered to P.O. Box. For faster delivery or special handling, call us. Prices listed are subject to change without notice.

**Satisfaction** — Stock items may be returned within 14 days if not completely satisfied. However, personalized items are not returnable.

**How to Contact Us** — All inquiries, orders, returns or special requests should be directed to: St. Andrews Products, Attn. Goulds Promotions, 500 Mariner Drive, Michigan City, IN 46360. Telephone: 800-432-8776. Fax 219-879-1570. E-mail: corpservice@sap-corp.com.

## BILL TO

Name (Please Print clearly) | Mailing Address

City | State | Zip | Daytime Phone (In case of questions)

☐ Check/Money Order Enclosed
*(Make payable to: St. Andrews Products; Please allow for shipping fees.)*

☐ C.O.D.

☐ 30 Day Net Account # _____
*(Approved accounts only)*

☐ Credit Card (VISA, MasterCard or American Express only): Card # _____ Exp. Date _____

Name on Card (Please Print): _____ Signature (Required): _____

## SHIP TO

Name (Please Print clearly) | Street Address (No P.O. Boxes) | Fax Number

City | State | Zip | Daytime Phone (In case of questions)

| Item No. | Logo # | Size | Description | Quantity | Price Each | Total |
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Special Instructions:

**Total** (UPS charges will be added)

GOULDS WATER TECHNOLOGY
a xylem brand