



665 Carbon St  
Billings, MT 59102  
Phone: 800.860.6272  
Fax: 888.860.2344  
service@homesciencetools.com

**Online Purchase Order APPLICATION (only required for online purchasing)**

Date: \_\_\_\_\_

School/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ - Ext: \_\_\_\_\_ Fax: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Accounts Payable email address\*: \_\_\_\_\_

Invoice preference: Mail  Email

**Payment Terms:**

Payment is due within 30 days of the invoice date. No shipments will be made on past due accounts. Returned checks are subject to a \$30 collection fee.

**Return Policy:**

You may return items you decide not to keep or are dissatisfied with within 90 days, providing these items are unused and in their original packaging. (Please note that returned items that are either used or not in their original packaging may not be accepted or else incur a 20% restocking fee.) Please call Customer Service at 1-800-860-6272 if you have any questions concerning a return.

**Items Damaged in Shipping, Defective Items, or Items Sent in Error**

Although we prepare every order carefully, occasionally these issues arise. Please call Customer Service at 1-800-860-6272 so we can correct the problem immediately at our expense.

**Authorized signature confirms agreement to payment terms.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

\* Only one email address can be used per account for online purchase orders

**Administrator Change Request**

Accounts Payable email address\*: \_\_\_\_\_

*Please provide the updated email address for the individual responsible for placing orders/receiving invoices.*