

ORDERING TEMPLATE

Below are examples to help identify information needed for complete order information. Include the following information on your purchase order.

*** SOLD TO**

Supply: Company name, address, phone and fax number.

* Purchase order number

* Requested delivery date or date for pick up at factory.

* Order information contact name, e-mail, phone number and Fax .

* Order sales person name.

*** SHIP TO ADDRESS**

Supply: Contact name, phone number.

Note: Orders with WILL ADVISE ship to address will not be processed until complete information is available.

* Special delivery instructions.

* Freight Carrier: If you choose not to use our Delivered Freight program please specify the following:

PPC (3rd Party Billing) Provide carrier name and account number if available.

CFP (4th Party Billing) Provide transportation company billing information with name, address, phone number and contact name responsible for handling shipment.

Note: Call before delivery, inside delivery, etc. will be additional charges.

* Carton mark for information or special packaging requirements.

Seating

Qty	Product Name	Catalog Number	Frame finish color name/number. If custom finish send sample for matching.	Plastic shell color number and name if applicable	Fabric manufacturer, pattern name and color. C.O.M. advise eta and total ydg being sent. Specify if special fire rating is required.	Options / Additional Info.	Quote # or TB-133 pre-approved log #	List Price per Unit	Net Price per Unit
1	Lamm	1011US			Thonet Connect Card, Pattern: Crane, Color: Charcoal, gr AA				
1	Esprea	4151	WBF112 Golden	n/a	Thonet Connect Card, Pattern: Crane, Color: Charcoal, gr AA				
<i>Your Information Here</i>									

Tables

Qty	Product Name	Catalog Number	Frame finish color name/number. If custom finish send sample for matching.	Laminate: Brand, number and name	Size	Quote number	List Price per Unit	Net Price per Unit
1	Media 2	E345F			W22 X D21 X H17			
1	Montana	T500T1	WBF124 Chestnut	Formica, FO909-58, Black	W22 X D46 X H17			
<i>Your Information Here</i>								

*** Matching Existing Product or New Build:**

If we are matching existing product please supply original purchase order (if available).

If a sample will be returned for matching call customer service for instructions before sending.

*** C.O.M. (Customer Own Material)**

When shipping, please mark all cover materials with the following:

- 1) Dealer name
- 2) Purchase order number
- 3) Thonet product number
- 4) Thonet acknowledgement number

All C.O.M. will be ship to the following address
 5303 Morris Blvd
 Morristown, TN 37813

Thonet Purchase Order Form

YOUR PURCHASE ORDER

Sold to company name, address and phone number.		Ship to name, address, contact name, phone number.	
		Note: Orders with WILL ADVISE ship to address will not be processed until complete information is available.	
P.O. #:	P.O. date:	Requested delivery date:	
Order information contact name, phone number.		Special delivery instructions:	
Order sales person name.		Marks For:	

Seating

Qty	Product Name	Catalog Number	Frame finish color name/number. If custom finish send sample for matching.	Plastic shell color number and name if applicable	Fabric manufacturer, pattern name and color. C.O.M. advise eta and total ydg being sent. Specify if special fire rating is required.	Options / Additional Info.	Quote # or TB-133 pre-approved log #	List Price per Unit	Net Price per Unit

Tables

Qty	Product Name	Catalog Number	Wood finish number and name:	Laminate: Brand, number and name	Size	Quote number / Additional Information	List Price per Unit	Net Price per Unit

Authorized Signature: _____