

140 Executive Drive | Calhoun, GA 30701 | p. 1.877.275.7847 | f. 706.625.4893 | info@surya.com | www.surya.com

# **ORDER FORM**

| Date Customer Name  |                        |                    | Deliver By Date Ship To |                   |                |
|---|------------------------|--------------------|-------------------------|-------------------|----------------|
|   |                        |                    |                         |                   |                |
| PO Number   |                        |                    |                         |                   |                |
| Ship Method: Plea<br>Shirst Overnight Oney<br>South Day Oney 3rd Day  | Priority Overnight O   | Standard Overnight |                         | Please check one. | ase check one. |
| Residential: Please   |                        |                    | O Yes O No              | _                 |                |
| (For Residential Deliveries \$5 Drop Ship fee will apply)  O Yes O No |                        |                    | Special Instructions:   |                   |                |
| Lift Gate Require   |                        |                    |                         |                   |                |
| <b>Signature Requir</b><br>○ <sup>Yes</sup> ○ <sup>No</sup>           | red: Please check one. |                    |                         |                   |                |
| Select Products   | Below:                 |                    |                         |                   |                |
| Design No.  | Size                   | Qty.               | Unit Price              | Promo Code        | Sidemark       |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        | <del></del>        |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        |                    |                         |                   |                |
|   |                        | <del></del>        |                         |                   |                |
|   |                        |                    |                         |                   |                |

## Ship Method: (Customer agrees to pay for expedited shipping service, if selected)

- First Overnight Shipment is delivered by 8:30 AM Next Business day from day shipped
- Priority Overnight Shipment is delivered by 10:30 AM Next Business day from day shipped
- Standard Overnight Shipment is delivered before end of Next Business day from day shipped
- 2nd Day Shipment is delivered on 2nd Business Day from day shipped
- 3rd Day Shipment is delivered on 3rd Business Day from day shipped
- Ground Shipment is delivered in the standard transit time period from origin to destination

#### Residential:

• All shipments going to a non-commercial address are considered residential and incur a flat \$5 per order drop ship fee.

#### Lift Gate:

• A lift gate is a device on the back of a vehicle that operates by mechanically raising during loading and unloading of goods. This service is always used by LTL carriers for deliveries made to a location that does not have loading dock or forklift. Lift gate service incurs an additional charge, which varies depending on the carrier used for shipment.

### Signature Required:

• Shipment is delivered only when someone is present to sign for the package at the delivery address. Carrier makes 3 attempts to deliver the shipment. Carrier leaves a tag after each attempt. After the final attempt the carrier will hold the shipment at the local carrier facility for a standard period of time before returning to the shipper. The recipient can pick the shipment from the local facility while it's held before being returned to the shipper.

# Ship Complete:

• Once this option is selected, the order ships only once all the items are available to ship. If the order has back ordered item(s); the in stock items remain allocated to the order and are ready to ship as soon as the back ordered item(s) becomes available.

## White Glove Service:

• White glove service is a special service used when shipping a non-traditional LTL shipment to a residence. It includes: Inside Pickup or Delivery, unpacking and removing debris and lift gate service. White Glove Service incurs an additional charge, which varies depending on the carrier used for shipment.