Payment Method

- ☐ House Account
- ☐ Credit Card
- ☐ Wire-In Order
- ☐ Other _____

Order Date _____
Order Type _____
Transaction Type _____
Employee ID _____
Location ID _____

Map Code _____
Priority _____
Destination Type _____
Delivery Method _____
_____

Bill to Customer ID	Wire In ID	Credit Card Payment Information

Salutation ___ First _____ Last _____
Attention _____
Company _____

Customer Comments

Add 1 _____
Add 2 _____
Add 3 _____
City _____ State ___ Zip ___ Country ___
Phone _____ Ext. ___ Cell ___ Fax ___
Email _____

Card Type _____
Card # _____
Exp _____ CSV ___
Approval _____

Order Detail

Qty	Item ID	Description	Price	Total

Subtotal ___ Delivery ___ Service ___ Relay ___ Discounts ___ Tax ___ Total ___

Ship To	Card Message

Salutation ___ First _____ Last _____
Attention _____
Company _____

Driver Routing Info

Add 1 _____
Add 2 _____
Add 3 _____
City _____ State ___ Zip ___ Country ___
Phone _____ Ext. ___ Cell ___ Fax ___

Internal Notes