www.rileymfg.com
sales@rileymfg.com

RILEY MANUFACTURING

PH: 1-800-265-3588
PH: 519-539-4830
FAX: 519-539-5006

Please print off order form and fax into us at 1-519-539-5006

Date:	
Bill to:	Ship to:
Company:	Company:
Name:	Name:
Address	Address:
City/Prov.	City/Prov:
Postal Code:	Postal Code:
Telephone	Telephone
Email:	Email:
Fax:	Fax:

SALES REP:	**BUYER NAME:**	**PURCHASE ORDER #**	**DATE ORDERED:**	**DATE REQUIRED:**

QTY	PRODUCT DESCRIPTION	ITEM #	UNIT PRICE	TOTAL

Shipping Method: _____

Payment Method: Cash: ___ **Cheque:** ___

Charge: ___ **Depost: $** _____

Visa: _____ **M/C** _____

_____Exp: _____

Comment: _____

Shipping		
Sub total		
G.S.T.		
Prov/State Tax		
Total		

Customer Signature:_____ **SalesRep.**_____

Print Name: _____

TERMS:
-Prices subject to change without notice
-We offer payment by Cash, Certified Cheque, Mastercard, Visa, or Net 30 days on approved accounts
-A deposit is required on custom orders
-Please refer to our invoice number when making payment
-Interest charged at a rate of 2% per month on overdue accounts

SHIPPING
-Please check shipments immediately upon arrival (any problems must be reported within 10 days)
-Outgoing shipments are made by Purolator, UPS or on least expensive LTL service (depending on size , weight, etc.) If you are looking after shipping please let us know.
-FOB Woodstock factory

RETURNS
-Custom orders are not returnable
-All shortages, shipping errors or damaged goods must be reported within 10 days and you must have your invoice number with you . Our office will give you a return number and advise
-Returns are subject to a 15% re-stocking charge