Order Form

Fill out this order form on your screen. Then print and send it to AARC via fax or mail. See instructions at the bottom of the page.

1. CUSTOMER SHIPPING ADDRESS

☐ Business ☐ Residence

AARC MEMBER NUMBER (Required for member discount)

Company/Institution

Name Title

Address **(STREET ADDRESS REQUIRED – NO P.O. BOXES)**

City / State / Zip + 4

Daytime Telephone (Please include area code) Fax Number (Please include area code)

E-mail Address (For order confirmation)

2. BILLING ADDRESS

(Complete only if different from Shipping Address)

ATTN:

Company/Institution

Name Title

Address

City / State / Zip + 4

Daytime Telephone (Please include area code) Fax Number (Please include area code)

E-mail Address (For order confirmation)

3. ORDER

ITEM NUMBER	DESCRIPTION OF ITEM	QTY.	PRICE PER ITEM	TOTAL PRICE

SUBTOTAL	
SHIPPING & HANDLING*	
Sales Tax**	
TOTAL	

4. SHIPPING METHOD

☐ **UPS GROUND** ☐ **EXPRESS 3-DAY** ☐ **EXPRESS 2-DAY**

5. PAYMENT

☐ **CHECK OR MONEY ORDER**
Make payable to AARC

☐ **PURCHASE ORDER**
Copy of P.O. required by fax or mail

☐ **CREDIT CARD**

Purchase Order Number

Card Number ☐ Visa® ☐ MasterCard® ☐ American Express® Expiration Date

Signature

Please print name as it appears on credit card

* See Shipping/Handling to determine this amount.

** Add Sales Tax of 8.25% if your order has a destination shipping address in the State of Texas. Tax applies to total including shipping/handling charges.

For Texas customers who are exempt from sales tax, include a copy of your exemption certificate.

6. CLICK HERE TO PRINT. THEN SEND:

FAX – PURCHASE ORDER OR CREDIT CARD ORDERS
972-484-2720

MAIL –

AARC ORDER DESK
9425 N. MacArthur Blvd. Ste.100
Irving, Texas 75063-4706