



# KELVIN® ORDER FORM

## BILLING PLEASE PRINT OR TYPE

First & Last Names	School E-Mail Address	Date
School Name & Department	School Phone Number (including Area Code)	
Address, City, State, Zip Code		

## SHIPPING IF DIFFERENT THAN BILLING

First & Last Names	School Name & Department
Address, City, State, Zip Code	

## PAYMENT

<input type="checkbox"/> <b>PURCHASE ORDER</b> Net 10 Days. Approved public schools only. <b>P.O. # (Required):</b>	<input type="checkbox"/> <b>CHECK</b> Payable in advance to KELVIN L.P. <b>Check # (Required):</b>	<input type="checkbox"/> <b>CREDIT CARD</b> MasterCard, VISA or American Express Expiration Date	Authorized Signature  CC # _ _ _ _ _ - _ _ _ _ _ - _ _ _ _ _
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## ORDER MINIMUMS: DOMESTIC \$50 + SHIPPING • CANADIAN \$100 + SHIPPING • FOREIGN \$150 + SHIPPING

STOCK #	PRODUCT NAME	PRICE	QUANTITY	TOTAL

**MAIL:** KELVIN®, 280 Adams Blvd., Farmingdale, NY, 11735 USA • **E-MAIL:** kelvin@kelvin.com

**TERMS:** All terms and conditions are subject to change without prior notice.

**ORDERING:** KELVIN® requires a minimum order of at least \$50 for U.S. domestic orders, \$100 for Canadian Orders and \$150 for foreign orders. Foreign orders must be paid by wire transfer or international money order, please contact kelvin@kelvin.com for more information.

**KELVIN® does not take phone orders** but you can email us a picture or scan of your completed order form. You may call in your credit card number if you have privacy concerns.

Special, large, custom, and international orders (excluding Canada) must be ordered through email and paid in full in advance and are not refundable. To avoid errors, we require a hard copy of your order in our files.

**TAXES:** KELVIN® automatically charges applicable sales tax for orders to be delivered to addresses within New York and North Carolina. For orders shipped to other areas, you (the shopper) are solely responsible for any sales taxes and/or other taxes that may apply.

**SHIPPING:** Shipping costs for U.S. orders totaling \$50-99 is \$12 for Educators & Non-Profits or \$15 for Individuals. Shipping costs for orders \$100 or more is 10%.

Orders are shipped via UPS and/or FedEx. There is additional shipping cost for Air Parcel Post, truck, overseas, as a hazardous material, oversized, overnight or a similar situation.

Online orders charged when placed. We cannot guarantee when an order will arrive. Most items usually ship within 10 business days. If an item is out of stock, we ship the bulk of the order and remaining items as they become available. The entire shipping charge is applied to the first product(s) shipped on a multiple shipment order. We will inform you of products that are out-of-stock and unavailable for immediate shipment. You may cancel your order at any time prior to shipping.

**RETURNS:** You must e-mail or call for a return authorization number (RMA number). Please provide us with invoice date, order number and name of item to be returned. There is a 30 days from the invoice date return policy, and shipping costs both ways are NOT refundable. Beyond that time, returns are not allowed. There is also a 15% restocking charge.

**SUB-TOTAL**

**Applicable Sales Tax**  
See Terms Below

**Shipping Charges**  
See Terms Below

**GRAND TOTAL**

**THANK YOU FOR YOUR ORDER – KELVIN® Staff**

**CANADA ORDERS:** Canadian school customers pay the same price as USA school customers. We use USA currency for pricing and invoicing. There is a \$100 USD order minimum. Orders are shipped from 1415 Janette Ave, Windsor, Ontario Canada N8X 1Z1. Payment in USD or Canadian funds, with proper exchange rate is ok. KELVIN® only accepts purchase orders from public Canadian schools; net 30.

Shipping costs, in USD, are 15% of order total. Shipping includes border crossing, tariff, commissions, and brokerage fee (excluding GST). GST #: 888715513RT001. We do not have a presence in Canada and do not collect PST tax (you save).