

# Product Order Form

**Bill To:**

**Ship To:**

Check if same as Billing

Purchaser's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Billing Address 1 \_\_\_\_\_

Billing Address 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Billing Email \_\_\_\_\_

Date of Order \_\_\_\_\_ Invoice Delivery: \_\_\_\_\_  
 \_\_\_\_\_ Email Standard Mail

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Shipping Address 1 \_\_\_\_\_

Shipping Address 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Shipping Email \_\_\_\_\_

How did you hear of Software FX & our products? \_\_\_\_\_

**Payment Options:** (See Page 3 for further information about payment)

Product Delivery:    Electronic License    Boxed Product    Both    Credit Card Type:    American Express    Visa    Master Card

Name on card \_\_\_\_\_ Card No. \_\_\_\_\_ Exp \_\_\_\_\_

Check/Money Order<sup>1</sup> Check No. \_\_\_\_\_ Purchase Order<sup>2</sup> P.O. No. \_\_\_\_\_ Wire Transfer<sup>3</sup>

Special Instructions \_\_\_\_\_

Product	SKU	Price	QTY	Total

**SHIPPING OPTIONS**

- First Overnight      Early morning delivery, next business day\*
- Priority Overnight    Delivery by 10:30 a.m., next business day\*
- Standard Overnight    Afternoon delivery, next business day\*
- 2 Day                    Afternoon delivery, second business day
- Express Saver         Afternoon delivery, third business day

\*Where Available

**ORDERING INSTRUCTIONS**

- Please fax this completed form to **561.998.2383**. You will receive confirmation from a sales associate to verify your order and bill total, including shipping/handling (and tax if ordering from Florida).
1. **Check/Money Order** - See Instructions on **Page 3, Section 1**.
  2. **Purchase Order** - See Instructions on **Page 3, Section 2**.
  3. **Wire Transfer** - Please contact Software FX for wire transfer orders.

# Payment Options

Choose any of the following three payment options below if you choose not to pay with a credit card. Please verify and confirm your order. If you selected any upgrade product, please provide the corresponding serial numbers.

## 1. Pay by U.S. Check

Mail your check and completed order form to the address below. You will receive an invoice via the method you selected (email or standard mail) on the order form. Software FX, Inc. must receive and clear your check (issued by a U.S. bank) before your product(s) can be sent.

Mail your check to:

5901 Broken Sound Parkway, Suite 400

Boca Raton, FL 33487, USA

Attn: Sales Department

## 2. Pay by Purchase Order

Purchase orders can only be accepted from U.S. based companies. Purchases must total over \$1000. Please sign and fax the attached Terms and Conditions (Page 4), the company's credit references along with your completed order form and original purchase order to **(561) 998-2383**. We will return an invoice via the method you've selected. The Terms & Conditions will be archived and future purchase order requests will be processed immediately.

## 3. Pay by Wire Transfer

Please contact a sales associate if you'd like to pay by wire transfer.

Phone: **(800) 392-4278**

Fax: **(561) 998-2383**

Email: **sales@softwarefx.com**

# Terms & Conditions

Page 3 of 3

The following are Software FX, Inc. (SFX) terms and conditions to all invoices:

- Payment should be received by SFX within the Term in the body of the invoice. International Purchase Orders will not be accepted. A \$30.00 late fee will apply to any and all past due invoices. Customer will be responsible for any and all collection agency fees, if applicable (25% for domestic orders and up to 40% for international order).
- These methods of payment are accepted:
  - a) Credit Cards:** Visa, Master Card and American Express.
  - b) Checks:** Mail your check to 5901 Broken Sound Parkway, Suite 400, Boca Raton, FL 33487. Orders will be processed when funds clear SFX's Bank Account.
  - c) Bank Transfers:** Please contact Software FX for all wire/bank transfer orders.
  - d) Purchase Orders:** Sign Terms and Conditions and fax or mail along with completed order form.
- Partial payments will not be processed in any case. If funds received by SFX are not sufficient to cover the total amount due in the invoice, your account will be placed on hold until full balance is received.
- Returns are accepted within (30) thirty days of purchase, previous manager's authorization. Software delivered electronically (via e-mail) is not returnable. A 15% re-stocking fee applies in all cases.

**By Signing below, I acknowledge that I have read and understand SFX's Policy and I agree to be bound by the terms of same.**

## Accounting Contact Information:

Signature	Name
Company Name	Address 1
Name	Address 2
Title	Telephone
Email	Fax
Date	

### INSTRUCTIONS

Please fax this completed form along with your purchase order to **561.998.2383**. An associate will review it and, upon approval, process your order. You only need to be approved once. This form will be archived and future purchase order sales will be processed immediately.