Printable Order Form
Print out form, complete the information, and either mail or fax it to us!

**Bill to:**
Name__________________________________________
Company/School_________________________________
Street__________________________________________
____________________________________________
City___________________________________________
State Zip United States only
Phone__________________________________________
Fax____________________________________________
Email__________________________________________

**Ship to:** (if different from billing address)
Name__________________________________________
Company/School_________________________________
Street__________________________________________
____________________________________________
City___________________________________________
State Zip United States only
Phone__________________________________________
Fax____________________________________________
Email__________________________________________

**Customer #** ______________________ key code: WEB

<table>
<thead>
<tr>
<th>Product Code#</th>
<th>Quantity</th>
<th>Product Name</th>
<th>Unit Price</th>
<th>Total</th>
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Subtotal $  
Shipping* $ 
Sales Tax ** $ 
** Total Order $  

* We base shipping costs on the weight and destination of your package, billing the standard rates for UPS, FedEx, and USPS; FOB, Natick, Massachusetts. Shipping estimates can be calculated online or by phone (800-296-2812).

**Payment Options**

**Credit Card:**
☑ American Express  ☐ VISA  ☐ MasterCard  ☐ Discover

Card #_________________________ Exp. date__________
credit card ID#______________

**Invoice:** P.O.#__________________________

Authorization Signature__________________________
Title____________________________________________

Check #______
(Checks payable to: "Office Oxygen")

** Phone: 800-296-2812  
www.officeoxygen.com  
Our tax ID# is 04-3085-390  

Mail to:  
Office Oxygen  
89 Washington Avenue, Suite K  
Natick, MA 01760-3441 USA

Or Fax: (508) 651-2674