

Grizzly *Industrial, Inc.*



CORPORATE HEADQUARTERS

P.O. BOX 2069, BELLINGHAM, WA 98227

PHONE: (360) 647-0801 FAX: (800) 225-0021

Ordering Instructions

Expedited order processing is accomplished by **faxing** purchase orders to **(800) 225-0021** or **emailing** to arg@grizzly.com. Clearly stating your **Grizzly customer number** on purchase orders will help ensure processing without delays. Kindly review list of required information below to prevent your orders from being placed on hold and requiring follow-up.

Purchase orders must include the following:

- Purchase order number
- **Grizzly customer number**
- **Billing address**, phone number, and email address
- **Shipping address** and contact phone number (**Clearly note if order is to be picked up at one of our two locations**)
- If shipping charges have not been calculated, please state **'FOB Shipping Point, Prepaid & Add'** as terms of shipping on purchase order (Grizzly's shipping terms are non-negotiable).
- If shipping on your **own carrier account** please clearly state on purchase order.
- Grizzly **item numbers** as stated in current catalog or at www.Grizzly.com *
- Grizzly **item prices** as stated in current catalog or at www.Grizzly.com *
- Grizzly **item quantities**
- Indicate whether or not **backorders** are acceptable. Backordered items are not invoiced until shipped. However, Grizzly *does* invoice in segments and you *will* receive invoices that are due and payable for merchandise that has already shipped.
- **Authorized signature**

While we do not confirm the receipt of faxes, all purchase orders are entered in less than twenty-four hours of receipt and **order confirmations** are provided upon request. If you have any questions regarding your order please have your customer number ready and call 1-800-523-4777.

As an alternative, purchase orders may be **mailed** to:

Accounts Receivable
Grizzly Industrial, Inc.
PO Box 2069
Bellingham, WA 98227-2069

In addition, orders may be placed over the **phone** by calling 1-800-523-4777, if we have received a signed Purchase Order Requirement Form. Note that purchase orders in hard-copy form are required of public and private schools as well as any government agencies.

If you have any questions about your **credit account**, feel free to contact our Accounts Receivable Department via email at arg@grizzly.com or by phone (360) 647-0801. We are available to assist you Monday through Friday from 8:00 a.m. – 4:00 p.m. PST.

**For a current complimentary catalog, please fax a request to (800) 225-0021, and provide the address where the catalog is to be delivered as well as your Grizzly customer number.*