

## **Vortex Order Form Instructions:**

All orders should be placed using the attached preset order forms. These forms have automatic formulas, and when filled out on your computer, will automatically calculate the order total.

The PO - Sales Reps tab is to be used for placing personal orders. The PO - Wholesale tab is the Purchase Order for Retailers to use that you obtain.

### **Shipping Costs**

Each Sales Representative should have/obtain their own UPS account number and the shipping costs will be charged to that account. For Retailers, Vortex will bill the Retailer for the shipping costs.

### **Sales Tax Exempt ID#**

Purchasers, yes, that includes you as well as the Retailers, will have to provide their Sales Tax Exempt ID# in order for Vortex to not charge sales tax.

### **Retailer Purchase Orders**

On all Retailer Purchase Orders, make sure to write/type in your name and Sales ID number.

**If you have ANY questions about this order form, please contact our Corporate Office at 877-888-2744, or e-mail [customerservices@megagate.com](mailto:customerservices@megagate.com)**