

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 of marketing materials. The PO - Wholesale tab is the Purchase Order for personal purchases where you intend to resell or for Retailers which are purchasing at wholesale.

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 Accounting Office at (732) 901-5976 or via email at

Lou_Elwell@VortexFluidOptimizer.com