



FEDERAL GOVERNMENT ORDER FORM

Order Type

GSA Eligible Entity Information

End User

Address

City, State, Zip

Key Contact

Phone #

Email

Shipping Information (Global will ship to this location)

Company Name

Address

City, State, Zip

Delivery Contact

Phone #

Pricing and Order Information

Is this a credit card order? Yes No

Evolve Price List GSA on-schedule Open market

Evolve Discount Applied %

Global Price List GSA on-schedule Open market

Global Discount Applied %

Specification Project #

SIF File Attached? Yes No

Dealer Record Information

Dealer

Address

City, State, Zip

Dealer Contact for Questions

Phone #

Email

Dealer Quote/PO #

Special Delivery Information

*Please Note: All deliveries over \$16,500 list will have a Canadian driver and no lift gate. Call Customer Care with questions or special delivery inquiries and requirements. Additional charges may apply.

Is there a dock? Yes No

Is there driver paperwork or ID's Yes No

required. (if yes, attach paperwork or instructions below in special notes)

Request Arrival Date

Ship complete? (check lead times HERE) Yes No

Special Notes

Note PDF must be saved before it can be emailed

INFORMATION TO REMEMBER

- Product lead times are listed on the dealer portal

- Installation charges billed must not exceed 27% of the total product net. Must have prior approval from Global GSA team if install exceeds 27%.

- Please Note: If order is under \$2,000 list, a \$25.00 handling (UPSable orders) or \$75.00 (non-UPSable orders) must be applied.

- GSA credit card form with instructions can be downloaded on www.globalgovernmentusa.com

GLOBAL INTERNAL USE

Date	CCR	Current Pricing?	Yes	No If No, Zone
GI Dealer Acct #		Price Book Reference		
EVL Dealer Acct #		Evolve	Global	Globalcare
PO # F/OE	DC	Third Party?	Yes	No Bill to Acct #
Sales Code		PO Net Total \$		Quote #
WHSE	FACTORY	GLB Dealer/EU %		SQ #
Install: 114		Evolve Dealer/EU %		SQ #
Freight I01/Handling I02 \$				
Other charges (I code/\$)				
Description of charges				