

# ORDER FORM

**You won't find a more comprehensive guarantee!**  
 If you are not satisfied with any Moving Minds purchase for any reason at any time, contact us and we will replace the product, credit your account, or refund the purchase price. No hassles. No restocking fees. No kidding!

**UNCONDITIONAL  
 100% SATISFACTION  
 GUARANTEE**

STEP 1		Please enter the products you would like to order.						
Item Number	Qty	Color (if needed)	Size (if needed)	Item Name	Unit Price	Total Price		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
					\$	\$		
<b>Additional Order Form</b> (Enter quantity desired at left)					\$ FREE	\$ FREE		

Shipping, Handling & Processing (SH&P)			
Charge based on Delivery Location			
Item Type	48 Contiguous States and regular Canada (non-remote)	Alaska and Hawaii	Canada Remote and all other locations
<b>Items that ship parcel</b> Delivered by FedEx van.	12% of merchandise total. \$6.50 minimum	18% of merchandise total.	Determined at time of order. If you need the exact amount before you can get purchase approval, email or call us and we'll happily provide.
<b>Items that ship via truck</b> <small>*See add'l charges below if your delivery address does not have an elevated loading dock. **Someone must be present at time of delivery to sign for shipment.</small>	17% of merchandise total. \$110 minimum	Determined at time of order. If you need the exact amount before you can get purchase approval, email or call us and we'll happily provide.	
<b>*If you ordered an item that ships via truck, and you do not have an elevated loading dock, you must choose one of the three options below:</b>			

STEP 2		Add shipping and tax	
<input type="checkbox"/>	Add SH&P Charges (see table at left)	\$	
<input type="checkbox"/>	Add Sales Tax <small>(If your organization is exempt from paying sales tax, we need a current copy of your exemption certificate)</small>	\$	
<input type="checkbox"/>	Add Liftgate Truck Delivery (\$90)	\$	
<input type="checkbox"/>	Add Threshold Delivery (\$250)	\$	
<input type="checkbox"/>	Add Room/Location Delivery (\$450)	\$	
<input type="checkbox"/>	Add Special Delivery (Call for quote)	\$	
<b>TOTAL</b>		\$	

Delivery Type	Description	Additional Charge
<b>Lift-gate only delivery</b>	Your shipment is delivered by a lift-gate equipped truck. Your product(s) are typically on a pallet(s). Your driver will lower your pallet or product from the truck to the parking lot surface closest to your building door as possible. You are responsible for transferring the delivery into your building.	\$90
<b>Threshold delivery</b>	Your driver will safely lower your shipment from the truck to the parking lot, and then move it into your building, over the first threshold.	\$250
<b>Room / Location of choice delivery</b>	Your driver will safely lower your shipment from the truck to the parking lot, then they will move it to a specific location of your choosing. Your order can be moved to a room inside your building (including up one flight of stairs), or to an outside location of your choice (playground, field, etc.)	\$450

STEP 3		Please check the box next to one of the following payment types and enter your payment information.	
<input type="checkbox"/>	Purchase Order	P.O. # _____	
<input type="checkbox"/>	Credit Card <small>Check one:</small>	Credit Card Number _____ CVN _____ <small>(3-digit code on back of card)</small>	
<input type="checkbox"/>	Check	Billing Address _____	
		Name on Card _____	
		Signature _____ Exp Date _____	
		Make checks payable to Moving Minds.	

STEP 4		Please enter the 5- or 6-digit Priority Code on the back of this catalog.	
<b>Priority Code</b>			

STEP 5		Please enter Billing and Contact Information below.	
Organization _____			
Requisitioner's Name _____			
Requisitioner's Title _____			
E-Mail* _____			
Phone ( ) _____ Fax* ( ) _____			
Address _____			
City _____ State _____ Zip _____			
<small>* Please include e-mail address or fax number so we can acknowledge your order when it is processed.</small>			

STEP 6		Please enter Shipping Information below.		<input type="checkbox"/>	Check here if same as Billing Information.
Organization _____					
Attn: Name _____					
Attn: Title _____					
E-Mail* _____					
Phone ( ) _____ Fax* ( ) _____					
Address _____					
City _____ State _____ Zip _____					
Contact name and phone number if there are questions about your order _____					

STEP 7		Submit your order:			
<b>PHONE</b>	<b>1-855-858-8552</b> Outside the U.S. & Canada: 1-507-444-4254	<b>ONLINE</b>	<b>Moving-Minds.com</b>	<b>MAIL</b>	
<b>FAX</b>	<b>1-855-858-8542</b> Outside the U.S. & Canada: 1-507-451-4755	<b>E-MAIL</b>	<b>orders@moving-minds.com</b>	Moving Minds 2525 Lemond St SW PO Box 998 Owatonna, MN 55060-0998	