

# Order Acknowledgment and Shipment Authorization

Bay Auto Parts Inc.                      1750 Velp Ave                      Green Bay, WI 54303  
Sharp Auto Parts LLC                    2910 Quant Ave N.                    Stillwater, MN 55082  
*Sharp Auto Parts LLC is a subsidiary of Bay Auto Parts Inc. and they will be collectively referred to as the "seller".*

To be completed by Bay/Sharp sales person:

v 2014-05-14

Sales person name: \_\_\_\_\_ Direct phone or extension: \_\_\_\_\_

Order #: \_\_\_\_\_ Merchandise: \_\_\_\_\_

Total Invoice Amount (includes merchandise, core charges, freight and tax) \$ \_\_\_\_\_

**To be completed by purchaser:** The undersigned acknowledges that he/she wishes to order the merchandise shown and that the following information is true and correct.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Day Phone \_\_\_\_\_

I direct that the merchandise I am ordering be shipped, or otherwise delivered, to the following address, and if different from my credit card billing address, I specifically authorize the seller to do so.

Shipping Name \_\_\_\_\_

Shipping Address \_\_\_\_\_  
\_\_\_\_\_

You are responsible for the cost of the shipping when returning cores for the refund of a core deposit.

If damage occurred during transit, note the damage on the bill of lading before signing for the shipment.

**Residential delivery? Yes / No (circle one)**

The freight company will charge seller an additional fee of up to \$100 if this shipment is to a residential address. You agree that seller may charge your card for the amount of the residential delivery fee if seller receives an invoice for it at a later date.

**Lift gate required? Yes / No (circle one)**

If you do not use a fork lift to unload this shipment the freight company will charge seller an additional "lift gate" fee of up to \$125 to lower the shipment from their truck to the ground for you. You agree that seller may charge your card for the amount of the lift gate fee if seller receives an invoice for it at a later date.

- I have been informed of the additional fees and I agree to pay them if they apply. Initial here: \_\_\_\_\_

I authorize the seller to charge my credit card as shown below for the above merchandise, and I have attached a copy of both sides of my credit card (including authorized signature) and a copy of the front of my driver's license.

Credit Card Company (circle one):    VISA    MasterCard    Discover

Name as it appears on the card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ V Code: \_\_\_\_\_

Customer Service phone number on the back of your card: \_\_\_\_\_

Customer Date of Birth: \_\_\_\_\_ (for security purposes only)