



**TO SAVE TIME, FAX YOUR ORDER OVER \$25.00. ENCLOSE YOUR CREDIT CARD NUMBER, CARD SECURITY CODE, NAME AS IT APPEARS ON THE CARD, THE CARD EXPIRATION DATE, AND YOUR BILLING ADDRESS FOR YOUR CREDIT CARD IF IT IS DIFFERENT THAN THE SHIP TO ADDRESS. OUR FAX NUMBER IS 1-847-679-8644, OUR E-MAIL IS SALES@PARA-GEAR.COM.**

FOR INFORMATION REGARDING ORDERS ALREADY PLACED OR DELIVERY INFORMATION, PLEASE CALL OUR CUSTOMER SERVICE DESK **847-679-1256**. THIS INFORMATION IS NOT AVAILABLE BY CALLING THE TOLL FREE NUMBER. USING OUR CUSTOMER SERVICE PHONE NUMBER WILL HELP US CONTINUE TO PROVIDE YOU WITH A TOLL FREE ORDERING SERVICE.

**TO AVOID DELAYS IN SHIPPING YOUR ORDER, DID YOU REMEMBER:**

- TO ENCLOSE FUNDS FOR POSTAGE WITH YOUR ORDER IF YOUR PAYMENT IS MADE BY CHECK OR MONEY ORDER.
- TO STATE SIZE AND COLOR ON THE ITEMS REQUIRING SUCH INFORMATION.
- TO ENCLOSE A 30% DEPOSIT ON CUSTOM ORDERS, I.E. CANOPIES, OR HARNESS/CONTAINERS.
- THAT CUSTOM JUMPSUITS MUST BE FULLY PAID FOR WHEN ORDERED.
- TO ENCLOSE A COMPLETE STREET ADDRESS, UNITED PARCEL SERVICE WILL NOT DELIVER TO A POST OFFICE BOX.
- TO INCLUDE YOUR DAYTIME AND HOME PHONE NUMBERS AND E-MAIL ADDRESS ON THE ORDER FORM.
- THERE IS A \$25.00 MINIMUM PURCHASE FOR ALL ORDERS THAT ARE NOT ACCOMPANIED BY A CHECK OR MONEY ORDER.
- TO ADVISE YOUR BILLING ADDRESS FOR YOUR CREDIT CARD IF THE SHIP TO ADDRESS IS DIFFERENT.

**FOR OUR FOREIGN CUSTOMERS**

- IF YOU PAY BY BANK TRANSFER INCLUDE **\$25.00** ADDITIONAL FOR BANK CHARGES.
- DO NOT SEND CASH THROUGH THE MAIL.
- CHECK OR MONEY ORDERS MUST BE IN U.S. FUNDS DRAWN ON U.S. BANK.

**OTHER IMPORTANT INFORMATION**

- YOUR CREDIT CARD WILL NOT BE CHARGED FOR BACKORDERED ITEMS UNTIL THE BACKORDER IS SHIPPED.
- YOU WILL BE CHARGED SHIPPING FOR ANY BACKORDERED ITEMS.
- YOUR CREDIT CARD CHARGE WILL INCLUDE MERCHANDISE, \$3.00 HANDLING FEE, POSTAGE AND INSURANCE.
- "NLA" MEANS NO LONGER AVAILABLE.
- A CREDIT MEMO WILL BE ISSUED FOR NLA ITEMS OR OVERPAYMENT WHEN A PAYMENT IS RECEIVED WITH AN ORDER.
- \* WE GENERALLY SHIP BY EITHER AIR MAIL OR U.P.S. GROUND UNLESS YOU SPECIFY OTHERWISE.