

# Purchase Orders

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You may order Body Shop Equipment.net products directly from Body Shop Equipment with a purchase order, enabling your organization to receive product before payment is due. All purchase orders must include the following information:

- Purchase order number
- Complete bill-to and ship-to addresses
- Purchasing agent's (or buyer's) signature and phone and fax number
- Complete description of the product being ordered, including product name and correct price.
- Purchase Order Terms Payment terms: Net 30 days All payments must be in U.S. dollars C.O.D. will not be accepted

## Who can submit purchase orders?

We accept purchase orders from all School systems (private & public), Government agencies, Colleges, Universities and Libraries throughout US and Canada. We also accept purchase orders from Hotels and business entities that present official purchase orders. Other business entities must contact Body Shop Equipment to be approved for NET30 terms.

## Where do I send our Purchase Order?

Purchase orders could be sent via fax (faster) and/or mail to:

**Fax: (763) 682-4375**

To enquire about our purchase order requirements please contact us at (800) 637-4027 or e-mail at [sales@bodyshopequipment.net](mailto:sales@bodyshopequipment.net)