Parts Back Order Record

An accurate record of all special orders in the Parts Department. Customer's signature helps eliminate the possibility that merchandise will not be picked up. Helps eliminate parts bins filling with back ordered items. Fill in the appropriate description. Have customer sign and give him the yellow (second copy). When back ordered items arrive, use the 3rd (tag copy) as a postcard to notify the customer that his merchandise is ready to be picked up. Original copy is still on hand for follow-up, if necessary.

CUSTOMER NAME _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

QTY.	PART NUMBER	DESCRIPTION	LOCATION	DATE ORDERED	B.O.	RECEIVED

PLEASE ORDER THE ABOVE ITEMS FOR ME

SIGNATURE _____ _____

Form 363
3-PART, SNAP-OUT, CARBON INTERLEAVED
SIZE: 5-1/2" X 4-1/4"

Please send me:

_____ 500 Forms @ $ 32.87 + shipping + tax

_____ 1000 Forms @ $ 48.11 + shipping + tax

_____ 2000 Forms @ $ 91.59 + shipping + tax

_____ 5000 Forms @ $209.36 + shipping + tax

Mid-America Equipment Retailers Association

P.O. Box 68
Dublin, Ohio 43017
800.606.6332 614.889.1309
Fax 614.889.0463
www.maera.org

FIRM NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

ORDERED BY _____

VISA/MASTERCARD # _____ EXP. DATE _____

☐ **INVOICE US (*Members Only)***

01/2007

NON-MEMBERS ADD 30%