Order Form

WORKSPACES
Furniture for the Well Designed Office

How to Order:

- Order online at workspaces.com
- Call toll free 1-800-466-4123
  (Mon-Fri 8am to 5pm Pacific Time)
- Fax your order to 425-226-9468
- Mail this completed order form to
  WorkSpaces, Inc.
  952 Industry Drive
  Tukwila, WA 98188

Customer Service:
Email: sales@workspaces.com
Toll Free Phone: 1-800-466-4123
(Mon-Fri 8am to 5pm Pacific Time)

Billing Address:

Name_____
Address_____
_____
City_____State____Zip _____
Day Phone_____
Eve Phone_____
Fax_____
Email_____
* Include your email for information about your order.

Shipping Address*:

(if different from billing address)
Name_____
Address_____
_____
City_____State____Zip _____
Day Phone_____
Eve Phone_____
Fax_____
Email_____
* Must be registered with issuing credit card company if different from billing address.

Order Information:

Item Number	Qty	Description or Name of Item	Fabric	Wood Finish	Metal Finish	Unit Price	Total Price

Payment Method

☐ Check ☐ Visa ☐ Mastercard ☐ Discover/Novus ☐ American Express

Card Number _____

Signature_____ Exp. Date _____

Subtotal	
Sales Tax	
Subtotal	
Shipping	
Total	

Confirmation
After we receive your order, you will receive a final invoice by e-mail (or fax) that includes all charges. This will give you a chance to review the order, freight charges and, if applicable, sales tax. We will not process your order or charge your credit card until we receive final confirmation from you.

Shipping Costs and Sales Tax
Shipping costs for larger items are determined by your location and the weight of your shipment and will be quoted to you before you confirm your order. These fees reflect the considerable discounts we get off national freight rates. Smaller items are shipped by FedEx Ground. Orders shipped to Washington State will have sales tax added.

If you would prefer to have final shipping costs and sales taxes, if applicable, before you place your initial order, please call us at 1-800-466-4123 (M-F, 8:00 am - 5:00 pm) or e-mail us with the product model numbers. We will need the delivery zip code, whether this is a residential or business address, and if you want inside delivery.