

UBC bookstore

Departmental Sales order form

Delivery inquires: 604.822.6690
 Order desk: 604.822.8547
 Fax: 604.822.9383
 Furniture: 604.822.6619
 email: dept.sales@ubc.ca
bookstore.ubc.ca

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PAGE							OF

Department: _____ Date: _____

Contact Name: _____ Phone#: _____

Please Check One: **Special Instructions:** _____ Other#: _____

Pick Up DELIVER TO: Room# _____ Building: _____ Fax#: _____

Delivery Address: _____



Speedchart	Account	Fund	Dept ID	Project/Grant	Program ID	Departments save: bookstore.ubc.ca/departments	
UBC	Purchase Card	VISA	CVC #	Expiry Date	Cardholder's Signature		
				m m / y y	x		

CATALOG DESCRIPTION OF PRODUCT (PLEASE INDICATE SIZE, COLOUR, WEIGHT, STYLE) (ALSO, USE CONTINUATION SHEET IF NEEDED)	PAGE # AND ITEM LETTER	PRODUCT NUMBER	QTY	UNIT	FOR BOOKSTORE USE ONLY			
					SKU	PRICE	ORDER	PURCHASE ORDER #

CUSTOMER SIGNATURE:..... SALES CLERK: (PRINT NAME).....

RETURN POLICY: 14 DAYS TO RETURN REGULAR PRICE PRODUCTS IN ORIGINAL PACKAGING & CONDITION WITH YOUR INVOICE (EXCLUSIONS APPLY)