



HON GOVERNMENT CREDIT CARD ORDER INFORMATION

- A Government Agency Purchase Order must be submitted for all orders with Net 30 day terms
- Cardholder signature required for credit card order
- Credit card orders bill when shipped. See GSAR 552.232-80 (C)
- Email completed order form to hongsaoc@honcompany.com

AGENCY P.O.# _____

CONTRACT # _____

Credit Card Billing Address _____

Ship-to Address _____

Bill-to Phone # _____

Traffic Contact Phone # _____

Bill-to FAX # or Email _____

Traffic Contact Name _____

CREDIT CARD INFORMATION:

HON will contact you for your credit card information. Please provide your phone number and the best time to call.

SPECIAL INSTRUCTIONS/REQUESTS/MARK FOR:

Name _____

Phone Number _____

Best time to call _____

Total order amount _____

Servicing Dealer _____

Cardholder Signature _____

Contact _____

Printed Cardholder Name _____

Phone # _____

Account # _____

QTY	MODEL	COLOR	TAG	LIST \$	DISC %	UNIT \$
<p>____ See Attached Quote ____ # Pages to Follow</p>						<p>TOTAL \$</p>

CONTRACT: GS-27F-0015S

The HON Company Government Customer Service
Phone 800-466-8694 | Fax 800-833-3902 | E-mail: hongsaoc@honcompany.com



The HON Company
200 Oak Street, Muscatine, IA 52761
800.833.3964 | hon.com
© 2017 The HON Company. Form No. H4966 (02/17)