

# GENERIC ORDER FORM

Order Number: \_\_\_\_\_ Customer ID: \_\_\_\_\_

## Customer Information:

Full Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Order Details:

Item No.	Description	Quantity	Unit Price (USD)	Total

## Order Summary:

Subtotal (USD): \_\_\_\_\_

Sales Tax (if applicable): \_\_\_\_\_

Shipping & Handling: \_\_\_\_\_

Total Amount Due (USD): \_\_\_\_\_

## Payment Terms and Conditions:

Payment is due in full upon receipt of this Order Form unless otherwise agreed in writing. Accepted payment methods include wire transfer, credit card, or check made payable to the Seller. Failure to pay within the agreed terms may result in order cancellation or additional fees. The Buyer agrees to pay all applicable taxes and fees unless exempt and documented accordingly.

## Shipping and Delivery:

Seller will arrange shipment of the ordered goods to the Shipping Address specified above. Delivery dates are estimates only and are not guaranteed. Risk of loss passes to Buyer upon delivery to the carrier. Buyer is responsible for all shipping costs unless otherwise agreed. Any damages or shortages must be reported within 5 business days of receipt.

## Returns and Cancellation:

Returns are accepted only for defective or incorrect items and must be authorized in writing by Seller prior to return shipment. Cancellation of orders must be made in writing and may be subject to restocking fees. Custom or special order items are non-cancellable and non-returnable.

**Limitation of Liability:**

Seller's liability for any claim arising out of or related to this Order Form or the goods provided shall not exceed the purchase price paid by Buyer. In no event shall Seller be liable for any consequential, incidental, or punitive damages.

**Governing Law and Dispute Resolution:**

This Order Form shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_, without regard to conflict of law principles. Any disputes arising hereunder shall be resolved exclusively in the state or federal courts located in \_\_\_\_\_ County, \_\_\_\_\_.

**Entire Agreement and Amendments:**

This Order Form, together with any referenced attachments or schedules, constitutes the entire agreement between the parties. No amendment or modification shall be effective unless in writing and signed by both parties.

**BUYER'S SIGNATURE**

**SELLER'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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