

CHECKLIST FOR PLACING ORDER:

Communication is very important in getting all the details of your order correct. Please refer to this Check List to ensure we have shared all the important details of your order.

Custom Order Form or Wholesale Order Form – Confirm specifications of order and provide Signature as confirmation of your order details.

Additional Drawings or Instructions - If applicable please provide any additional drawings or instructions pertaining to the construction of your order.

Business License - If you are ordering on a Dealer basis for the first time, please Fax a copy of your Business License to us at 1-780-930-4224. Dealer first time orders please also fax in completed Credit Application.

Credit Card Authorization Form – Please complete and Fax back. NOTE: A minimum of 50% non refundable deposit required upon placing order. Balance of invoice including crating, and any additional purchases is required in full on shipping date. Shipping Waybill will be faxed to you on shipment date.

Credit Card Photocopy – Please provide photocopy of the front and back of your credit card.

Shipping Instructions - If you have any specific shipping instructions or your shipment is to be sent to an address different than billing address, please provide all shipping information so we can provide you with an accurate freight quote.

Thank you for your order, we appreciate your business. If you have any questions, please feel free to contact us on our toll free line 1-877-930-4242.

Sincerely,

Lori Cameron

From the Order Desk, Concept Aquarium Systems Inc.