ARROW UNITED INDUSTRIES
314 RIVERSIDE DRIVE
WYALUSING, PA 18853
TEL: 570-746-1888 - FAX: 570- 746-9286
www.arrowunited.com

ORDER TRANSMITTAL SHEET AND BREAKDOWN

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ORDER DATE

PRODUCTION NUMBER	CUSTOMER NUMBER	AGENT NUMBER	AGENT/SALESPERSON	DIVISION

BILL TO: _____ **SHIP TO:** _____

Mark/Tag Shipment	Mfg. LOCATION	Customer P.O.	Agent P.O.

A) Allowed	B) 3rd Party	C) Collect	P) Prepaid	Ship Via	Required Date	Schedule Date

Quote # MRO#

☐ STANDARD DELIVERY ☐ RUSH ☐ HFA ☐ 24 HR ☐ 2 DAY ☐ 3 DAY ☐ 5 DAY ☐ 10 DAY ☐ 15 DAY

QTY	DATA CHARACTERS														SLEEVE		DESCRIPTION / TAG	LIST PRICE EACH	MULTI.	NET EACH	TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	W	H	GA.	LG.					

NOTES:

SHIPPING INSTRUCTIONS:

SUB-TOTAL	
FREIGHT	
HANDLING	
RUSH	
TOTAL NET	
COMMISSION	
TOTAL SALES	

Note:
1. **If your Sales Office has an Tax Exempt Number, it is your responsibility to have a tax except certificate on file with Mestek Inc. and Arrow United Industries. Supplying just a Tax Exempt Number is no longer acceptable.**
2. **State Tax Rates are based on the state your order is Shipping To and not the Sold To Address.**