

FLOORING ORDER FORM

Jackson Hewitt Tax Service

Entity #:
Office #:

BEFORE YOU PLACE YOUR ORDER, PLEASE NOTE:

- Location designated as "Ship To" address must be accessible for trucking company. Once flooring is delivered to designated shipping address, and signed for, flooring cannot be returned.
- The BEST "Ship To" address is your flooring Installer.
- Orders that are refused will be subject to a 50% restocking fee, plus shipping.

- Orders cannot be cancelled.
- You will receive an Order Acknowledgement within 3 days of the date your order was placed.
- Order Acknowledgement will include shipping cost, taxes and grand total. **Order Acknowledgement must be signed and sent back to Joe Madden for order to be placed.**
- Average lead time is 2-4 weeks.

TO ORDER YOUR FLOORING:
SHIP TO ADDRESS:

Attn: _____

Street Address: _____

City: _____

State & Zip Code : _____

Phone: _____

Fax: _____

Hours of Operation: _____

Email: _____

JACKSON HEWITT OFFICE ADDRESS

Attn: _____

Street Address: _____

City: _____

State & Zip Code: _____

Phone: _____

Fax: _____

Hours of Operation: _____

Email: _____

FLOORING ORDER FORM

**CARPET TILE -BASICS- 2' X 2'- 5.33 SQ YDS/CARTON
 COLOR- #17481- BLUE HERRING**

Square Yards of Carpet Needed	# of Cartons Needed	Price Per Square Yards	Shipping Costs	Tax	Grand Total
		\$18.90/Sq Yd	\$1.90/Sq Yd		

REQUIREMENTS TO ORDER CARPET TILE:

Carpet Tile is sold by the Square Yard. To determine the amount you will need:

- Measure the length and width of your rooms. Be sure to measure the widest and longest areas, including measuring into doorways.
- Multiply the length and width of the room (round each dimension up to the nearest foot).
- Add 10% to the Square Footage for waste.
- Take your total Square Footage and divide that by nine (9) and this will give you the total Square Yards.
- Take your total Square Yards and divide that by 5.33 to get the carton total necessary to order. Always round up to the next complete carton.

EXAMPLE

Length	40 ft
Width	20 ft
Square Feet	800 ft
Add 10%	80
Total Square Feet Needed	880 ft
Divide by	9
Total Square Yards	98
Divide 5.33 = Total cartons to Order	19

Carpet Tile is packaged in cartons. Each carton consists of 5.33 Square Yards.

CHECK THIS BOX IF INSTALLATION IS NEEDED.

FLOORING ORDER FORM

**LUXURY VINYL PLANKING- UNCOMMON GROUND 4" X 36"- 35.65 SQ FT/CARTON
 COLOR- #02500 FRENCH GRAY**

Square Foot of Vinyl Needed	# of Cartons Needed	Price Per Square Foot	Shipping Costs	Tax	Grand Total
		\$2.99/Sq Ft	\$.13/Sq Ft		

Spray adhesive must be ordered to ensure manufacturers warranties and will be priced per order.

REQUIREMENTS TO ORDER LUXURY VINYL PLANKING:

- Luxury Vinyl Planking is sold by the Square Foot. To determine the amount you will need, measure the widest and longest area's including measuring into doorways.
- Multiply the length and width of the room (round each dimension up to the nearest foot).
- Add 10% to the Square Footage for waste.
- Take your total Square Footage and divide that by 35.65 and this will give you the total amount of cartons you will need to order.

EXAMPLE

Length	40 ft
Width	20 ft
Square Feet	800 ft
Add 10%	80
Total Square Feet Needed	880
Divide by 35.65	24.68
Round up to get carton total	25

CHECK THIS BOX IF INSTALLATION IS NEEDED.

FLOORING ORDER FORM

CREDIT CARD INFORMATION (CIRCLE ONE)

AMEX	MASTERCARD	VISA	DISCOVER
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Credit Card Number: _____

Expiration Date: _____

Cardholders Name: _____

Billing Street Address: _____

Billing City, State, Zip: _____

Phone: _____

Date Carpet Order Placed: _____

Signature: _____

TO COMPLETE YOUR FLOORING ORDER:

Fax or Email your completed Flooring Order Form to Joe Madden

JOE MADDEN

CARPET WORLD, President, Contracts Manager

FAX # (201) 652-9330

EMAIL: CPTKING@AOL.COM

If you have any questions about your flooring order, call Joe at

PHONE # (201) 265-1122