

# SPECIAL ORDER

DATE: \_\_\_\_\_ LAB: \_\_\_\_\_

REQUESTER'S NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ITEM: \_\_\_\_\_ QTY: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CATALOG NUMBER: \_\_\_\_\_

VENDOR: \_\_\_\_\_

ORDER DATE: \_\_\_\_\_

SHIPPER: \_\_\_\_\_

SHIP DATE: \_\_\_\_\_

NOTE: PLEASE PICK UP ALL MERCHANDISE WITHIN ONE WEEK OF NOTIFICATION OF ARRIVAL. AFTER ONE WEEK, THE ITEMS WILL BE CHARGED TO THE PROFESSOR'S ACCOUNT WHETHER THEY ARE PICKED UP OR NOT.

SIGNATURE: \_\_\_\_\_