

ORDERING INSTRUCTIONS

Order by Phone: 1-866-353-7233 (SAFE), option 1

Order Online: Visit www.alphasafeinc.com, then follow the steps to place an order

Order by Fax or Email: Complete the form below, then fax to 703-281-6619, or email to sales@alphasafeinc.com

*Alpha Safe accepts payment by MasterCard, Visa, American Express, Purchase Orders and GPCs

Name (as it appea	rs on card)		-			
Billing Organization	on					
Billing Address						
City	·	StateZip	Code			
Phone (required)	Email Address (required)			.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Purchase Order N	umber					
	ifferent from name listed above)					
•	on / Unit					
,	,					
•			- Cod			
			o Coa	е		
Ship to Phone Nu	mber (required)					
ITEM & ITEM NUMBER	DESCRIPTION	AMOU	NT X	QTY	T =	TOTAL
Hard Drive Organizer	Steel case lined with anti-static pull & pluck foam to protect electronic de	vices while in \$225.00	ea. X		=	
w/ Lock (GSA-SBOX-100-L)	storage or travel. The combination lock provides added access control.					
Hard Drive Organizer w/Out Lock (GSA-SBOX-100)	Steel case lined with anti-static pull & pluck foam to protect electronic destorage or travel. No lock.	vices while in \$200.00	ea. X		=	
	A 10% discount will be applied on orders of 5 or more Hard Drive Organi					
Form 700 Holder (SF-700-FH)	Clear form holder for Form 700, required to be kept in each control drawer. Adhesive included. \$60 Minimum order. Can be mixed & matched with Form 702.		a. X		=	
Form 702 Holder (SF-702-FH)	Clear form holder for Form 702, required to be kept with each container. Adhesive included. \$60 Minimum order. Can be mixed and matched with Form 700.		a. X		=	
Laptop Organizer (VD-LCH)	Place in any legal –size drawer to securely organize a laptop, with storage underneath.	space \$20.00 (a. X		=	`
Legal to Letter Conversion Rails (VD-CR)	Transform any Alpha Legal-Size Drawer to hold both legal [®] letter size har folders. Sold in sets of (2).	aging file \$20.00 d	ea. X		=	
Credit Card (circle o	ne): GPC American Express Master	Card Visa				
Card Number	Expiration Date		Security Code			
Cardholder – Sign, F	Print Name, and Date Below:					
Signed:	Name:		Date	:		