

PLEASE CHECK ONE

- QUOTE**
- ORDER**

# NORTHWESTERN UNIVERSITY

OFFICE SUPPLIES  
FURNITURE FORM

DATE \_\_\_\_\_

<b>ATTACH COMPLETED FORM (QUOTE OR ORDER) TO YOUR REQUISITION</b>	PURCHASE ORDER # _____
---	------------------------

**CHECK ALL ITEMS UPON RECEIPT**  
 IF THERE IS A DISCREPANCY IN YOUR ORDER,  
 PLEASE NOTIFY  
 by e-mailing IllinoisFurnitureSupport@cexp.com  
 within 5 days from receipt of delivery

<b>SCHOOL/AREA</b>	<b>DEPARTMENT NAME</b>	
<b>DELIVER TO: Name</b>	<b>Room No.</b>	<b>Building</b>
<b>Address</b>	<b>Campus</b>	

QUANTITY	UNIT OF MEASURE	ITEM NUMBERS	DESCRIPTION	UNIT PRICE	TOTAL

**Special instructions:**

---

**DELIVERY INSTRUCTIONS: Please check one of the below:**

- "IN-CARTON" DELIVERY- no set up, merchandise will be delivered "in carton"**
- INSIDE DELIVERY & SET UP- merchandise will be set-up at time of delivery**

*Corporate Express will e-mail you a quote before your order is placed. All orders require a delivery charge and/or installation fee quote (signed by the person who will place the order) before the order can be fulfilled.*

Contact Name _____	<i>Merchandise TOTAL</i>	\$ _____
e-mail address _____	<i>Quoted delivery /set-up charges</i>	\$ _____
Complete Phone # _____	<b>ORDER TOTAL</b>	\$ _____
Alternate contact _____		

**Authorized Signature:** \_\_\_\_\_ (required on any direct orders)