

Standard Order Form Quick Reference Guide

Item	Description
A	Watch Video : Instructional video on how to fill out the Standard Purchase Order Form
B	Purchase Order #: Customer Purchase Order # will allow ADS to quickly refer to your order.
C	Requested Delivery / Pick-up Date: Date you would like product on site (customer yard or jobsite) or date you would be picking up product at an ADS facility
D	Shipping Method: Will determine how ADS will fulfill your order (ADS Truck, Customer Pick-Up, and UPS/LTL).
E	ADS Quote #: ADS quote number is required when special pricing has been provided. Orders without an ADS Quote will be billed at stock pricing. (Ex: Q-xxxxxx)
F	Company Information: By entering your company name, your complete address, phone number, your first name, last name and e-mail address, ADS will know who is placing the order, where it is shipping, and how to contact you with any questions.
G	Is this Shipping to your Yard: If your order is shipping to your yard or being picked up by you at one of our ADS facilities, simply select Yes. If your order is shipping directly to a jobsite, select No. Please note when selecting No, a new box will appear that's called Ship to Information. You will need to provide the project and contractor name along with the shipping address.
H	Delivery Special Instructions: <ul style="list-style-type: none"> Delivery / Jobsite Name & Phone #: Contact information for customer yard and/or jobsite Customer Pick-up Information: Preferred date and time for pickup appointment UPS/LTL Carrier Billing Info: Provides ADS direction on carrier information Latitude / Longitude Coordinates: When a complete address is not available, or delivery is made in a very specific area (aka Pin Drop) Delivery Instructions: Any additional information needed for delivery of your order
I	CLICK: Next Page

A **Watch Video: How to Complete Form Below**

Questions? Contact your Customer Service Representative at 800-821-6710.

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Customer Information

Order Date:
5/24/2023

Order Information:

Purchase Order #: B Requested Delivery/Pick-up Date: * C

Shipping Method: * Please select... D ADS Quote #: E

Company Information: F

Company Business Name: *

Address: *

City: * State/Province: * Please select... G

Postal Code: * Country: Please select...

Phone Number: *

Buyer First Name: * Buyer Last Name: * G

Buyer Email Address: * H

Is this Shipping to your Yard? * Yes No

Delivery Special Instructions

Delivery/Jobsite Name & Phone #: *

Customer Pick-Up Information:

UPS/LTL Carrier Billing Information:

Latitude / Longitude Coordinates:

Delivery Instructions:

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Questions? Contact your local customer service representative at 800-821-6710



Item	Description
J	Stormwater Management Catalog : Need help finding a product code, click on the Stormwater Management Catalog link.
K	QTY: Quantity of product needed based on Unit of Measure selected.
L	UoM: Enter the appropriate unit of measurement for each product selected. Ex: FT, EA, CL
M	Product Code/Description: Enter the Product Code and/or Description of the items being ordered. (see Stormwater Management Catalog for assistance)
N	Remove / Add Another Product: You can create or remove lines from your order.
O	I'm not a robot: For online order security, click on the checkbox.
P	CLICK Submit Order for Processing: You will be able to review your order prior to confirming.
Q	CLICK Confirm: You must click Confirm for ADS to receive your order for processing.

Product Order Information

[Click Here to find your product code in the Stormwater Management Catalog](#) **J**

Questions? Call 800-821-6710

Order a Product


QTY: UoM: Product Code/Description:

Order a Product Remove **N**

QTY: UoM: Product Code/Description:

[Add another product](#) **N**

I understand that if I do not provide an ADS Quote, my order will be billed at stock pricing.

O I'm not a robot 

reCAPTCHA helps prevent automated form spam.

[Previous Page](#) [Submit Order for Processing](#) **P**

Q [Confirm](#) | [Make a correction](#) | [Print this page](#)

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