



WWW.JACKSSMALLENGINES.COM
 Phone: (877) 737-2787 Fax: (410) 557-6413
 1745 WEST Jarrettsville Road
 Jarrettsville, MD, 21084

Qty	Description	Part Number	Weight	Price	Ext Price

Sub Total: _____
 Shipping: _____
 Tax: (6% for MD residents): _____
 Total: _____

A. Customer Information:

Name: (As it appears on your Credit Card): _____
 Company Name/Dept: _____
 Billing Address: _____
 City: _____ State: ____ Zip: _____ - _____
 Country: _____
 Phone: (____) ____ - ____ Alt Phone: (____) ____ - ____ ext: _____
 E-Mail Address: _____

B. Shipping Address:

Same As Billing Address: Yes, they are the same
 Shipping Name: _____
 Shipping Address: _____
 City: _____ State: ____ Zip: _____ - _____
 Ship To Phone: (____) ____ - ____ ext: _____

C. Payment Options:

Select Payment – CHECK / MONEY ORDER / CREDIT CARD

For Credit Card Ordering:

Name (As it appears on Card): _____
 Type of Card: VISA MASTERCARD AMEX DISCOVER
 Account Number: _____ - _____ - _____ - _____
 Expiration Date: ____ / ____ *V Code: _____
 Signature: _____ Date: _____

The Credit Card Statement will show "Jacks Small Engine" as the billing name.
*Appears on reverse of card for Visa /MasterCard and on front for AMEX.

To Order by Mail or Fax:

- 1.) Fill Out the Order/Fax Form:
- 2.) Type or Print Clearly
- 3.) Include your contact information in case there is a problem with your order.
- 4.) For Additional Space, reprint order form, photocopy the order form or you can use a blank piece of paper.
- 5.) Indicate Payment Method:

A.) To Mail Check or Money Order:

**Jacks Small Engines
1745 W. Jarrettsville Rd
Jarrettsville, MD 21084**

We do not ship orders until check clears(Usually takes about 5 Business Days).

B.) Fax orders should include credit card number, expiration date and name of Issuing bank.

Fax To: (410) 557-6413

6.) Add the Appropriate Shipping Charges

7.) Include your E-mail Address.

Shipping Information:

Regular Shipping Option:

Orders are shipped UPS Ground or USPS Parcel/Global Service unless other method is preferred. (If you need faster service, tell us how to ship. Please note that faster shipping is just that, it will only reduce the shipping time. See below.)

Shipping Fee

(Ground Delivery to the 48 Contiguous States.)

UP TO \$30.00 -----> \$7.99

\$30.01 - \$70.00 -----> \$8.99

OVER \$70.01 -----> \$9.99

*Additional charges for orders with size or weight exceptions.

Second Day Air Option:

Available upon request please call to see if product is in stock. Upgrading to Second Day Air does not change how long it takes us to ship products. It only reduces the travel time after leaving our warehouse. For example, an out of stock part might take two or more days to leave our warehouse, but then would be guaranteed (by shipper) to arrive in two business days.

Truck Freight Shipments:

Items too heavy or too large for standard ground shipments will be shipped by truck. Please call us for a freight quote. The usual shipping charge for freight service runs between \$50 and \$75 dollars. Include your daytime phone number on your order form so the carrier can schedule merchandise delivery to be made when you will have unloading help on hand. Always better if you can arrange drop off at a commercial location. (Truck freight companies do not require their drivers to unload shipments. An additional tailgate charge may apply if the driver unloads the merchandise.)

JACKS WILL CONTACT YOU WITH THE FREIGHT EXPENSE.

International UPS:

Jack's is a UPS International Freight and Express shipper. We can ship small items such as manuals to palletted products such as engines. Rates will vary depending on weight and country. It is the sole responsibility of the receiving party to pay any such charges. JACKS uses UPS Ground to ship to Canada to keep shipping prices close to US shipping charges.

Orders over 10 lbs.

Orders over 10 lbs are subject to shipping charges. Jacks will charge actual UPS shipping charges to packages that are in excess of 10 lbs.

Back Orders:

Most parts are in stock or available 1-2 business days. Some parts, special order parts not listed by picture on our website, may take longer. We have set up very efficient suppliers and if your local dealer says it is not available for an extended period, check with us. Usually we can get parts faster because of our huge buying power!

Sales Tax:

Maryland residents add 6% state sales tax. Other States, no sales tax will be added to your order.

Return Policy:

RETURNS ARE ONLY ACCEPTED FOR EXCHANGE.

All exchanges:

- **Must be authorized** by Jacks Small Engines before return. Call us at 877-737-2787. Unauthorized returns will be refused and returned to the sender at their expense.
- **Must be returned within 30 days** of receipt of your order. No returns after 30 days will be accepted.
- **Engines are NOT Returnable.**
- **Special order items (NOT ADVERTISED ON OUR WEB SITE), engines, short blocks, decks, accessories, etc., are not returnable.** Call for authorization.
- **Merchandise items must be in new condition**, within its undamaged original packaging. Shipping charges are not refundable and a 20% restocking

fee will be charged. **SPECIAL ORDER ITEMS, NOT ORDERED VIA OUR ADVERTISED ITEMS ON OUR WEB PAGE, PART NUMBERS FROM OWNERS MANUALS OR THE ONLINE DATA BASE ARE NOT RETURNABLE.**

- **RETURNS ARE ONLY ACCEPTED FOR EXCHANGE.**
- **ORDERS CANNOT BE CANCELLED BY E-MAIL.**

Sorry but we cannot accept any returned electrical merchandise. Industry Standard. We also CANNOT accept returns of Gaskets, Seals & Electrical Items.