Our Guarantee

Every product we sell may be returned within 90 days of purchase for merchandise refund or exchange if you are not completely satisfied. Open packages may be subject to a re-stocking fee. Partial packages not accepted for return.

How to Order

On the Web: www.pfile.com or www.ArchivalUSA.com
Both sites have secure online ordering.
e-mail: getsmart@pfile.com or info@archivalusa.com

By Phone: Call Toll-Free 800 827-0673 For new orders we have representatives available 24 hours a day, 7 days a week. International customers please call 914 762-3500.

By Fax: Call Toll-Free 866 827-0673 anytime. International customers can send faxes to 914 762-3500.

By Mail: Simply fill out order form and include credit card info, or check / money order made out to Get Smart Products. International orders - credit card only. Mail to:

Get Smart Products
PO Box 0018
Maryknoll, NY 10545

Shipping Information

We usually ship standard ground to most US addresses. PO Boxes, AK, HI, PR, VI, APO and FPO addresses are shipped via USPS Priority Mail. See shipping chart for rates. Canada rates are listed below. For other countries visit www.archivalusa.com and add items to cart to get a rate quote.

Rush Shipping

If you are in a hurry, we offer Next Day, 2 Day, and 3 Day shipping methods. Visit www.archivalusa.com and add items to cart to get a rate quote or call 800 827-0673 Monday - Friday 8:30AM to 6PM Eastern Time for a quote.

Returns

To return all or part of your order please include a copy of your invoice and a note indicating the reason for the return. Send to the address shown on your invoice or packing slip.

GET SMART PRODUCTS SINCE 1988

www.pfile.com
or
www.archivalusa.com

Name & Address Credit Card Bill Goes To: Order Date_____

Name _____

Address _____

City_____**State** _____**Zip** _____

Home Phone ( ) _____**Bus. Phone ( )** _____

Ship To: (Leave Blank If Same As Above)

Name _____

Address _____

City_____**State** _____**Zip** _____

Home Phone ( ) _____**Bus. Phone ( )** _____

PLEASE INDICATE METHOD OF PAYMENT

○ CHECK/MONEY ORDER ○ AMERICAN EXPRESS

○ VISA ○ MASTERCARD ○ DISCOVER CARD

ACCOUNT NO._____ Expires _____

Cardholders' Signature_____

Money Back Guarantee: Every product we sell may be returned for full refund within 90 days if you are not completely satisfied. (Opened merchandise subject to a 20% restocking charge. Partial packages not accepted for return.)

Catalog No.	Description	Color/ Design	Quantity	Unit Price	Amount

SHIPPING & HANDLING CHARGES

Mdse Amount	*48 US States Standard Ground (No PO Boxes)*	*AK, HI, PR VI, APO, FPO USPS Priority*	*Canada Air Post*
0 - $24.99	$9.95	$13.50	$24.50
$25 - $49.99	$10.75	$19.50	$29.95
$50 - $99.99	$11.50	$30.95	$37.95
$100 - $199.99	$13.50	$41.25	$57.50
$200 - $299.99	$18.50	$61.95	$76.50
$300 - $399.99	$22.95	$90.95	$89.95
$400 +	$29.95	$113.50	$109.95

Merchandise Amount	
Shipping (See Chart)	
SUBTOTAL	
NY state shipments add local sales tax	
TOTAL AMOUNT	