**Order Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Billing Frequency | <<Contract\_BillingFrequency>> | PO Required | <<Contract\_PORequired>> |
| Payment Terms | <<Contract\_PaymentTerms>> | PO Number | <<Contract\_PO>> |
| Currency | <<Contract\_Currency>> | PO Date | <<Contract\_PODate>> |
| **Additional Details** | | | |
| VAT/Tax ID | <<Contract\_VATTaxID>> | GSA Contract Name | <<Contract\_GovernmentContractName>> |
| BSI Membership # | <<Contract\_BSIMembership>> | GSA Contract # | <<Contract\_GovernmentContractNumber>> |
| Special Billing Instructions | <<Contract\_SpecialBillingInstructions>> | | |

**Ship to / Bill to Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Ship To | | Bill To | |
| Client Name | <<Contract\_ShipToClientName>> | Client Name | <<Contract\_BillToClientName>> |
| Street Address | <<Contract\_ShipToStreet>> | Street Address | <<Contract\_BillToStreet>> |
| City | <<Contract\_ShipToCity>> | City | <<Contract\_BillToCity>> |
| State, Province | <<Contract\_ShipToStateProvince>> | State, Province | <<Contract\_BillToStateProvince>> |
| Postal/Zip Code | <<Contract\_ShipToPostalZipCode>> | Postal/Zip Code | <<Contract\_BillToPostalZipCode>> |
| Country | <<Contract\_ShipToCountryCode>> | Country | <<Contract\_BillToCountryCode>> |
| Contact Name | <<Contract\_ShipToContactLastName>> | Contact Name | <<Contract\_BillToContactLastName>> |
| Contact Telephone Number | <<Contract\_ShipToContactTelephoneNumber>> | Contact Telephone Number | <<Contract\_BillToContactTelephoneNumber>> |
| Contact Email | <<Contract\_ShipToContactEmailAddress>> | Contact Email | <<Contract\_BillToContactEmailAddress>> |