

Baptistry Ordering Instructions

ORDERING SUMMARY:

Classification

COSTS

PRISON/JAIL CHAPLAINS	No cost for basic Baptistry unit. No deposit required-Institution pays for shipping and optional heater and/or casters for CTB. A guarantee to receive the unit and pay shipping and optional charges, must be on official letterhead stationary and signed by a proper authority of your facility.
MILITARY CHAPLAINS	Military pays for baptistry. ARM pays for shipping within the continental U.S.
OVERSEAS MISSIONS	CTB-Mission pays for baptistry, all options and shipping. CPB-Mission pays for baptistry. ARM pays for shipping within the continental U.S.
AMERICAN CHURCHES	Church pays for baptistry, all options and shipping.

SPECIFIC INSTRUCTIONS:

ALL ORDERS CHAPLAINS

- Please complete this form and send it to us even if a purchase order will be used. Please complete all of the information on this form for us to process your order.
- We will notify you by telephone when your baptistry is shipped.
- We must have the telephone number of the person to be contacted for delivery.
- Any damages should be reported directly to the trucking company and ARM as soon as possible. We will be happy to provide any information or assistance if repairs are necessary.
- The CTB baptistry will be shipped prepaid on a commercial truck line. The CPB will be shipped by UPS.
- The balance due for your order, including shipping charges, is payable within 30 days after your baptistry is shipped. We will invoice you at the time of shipment. You may pay the full amount as your deposit if you desire.

PRISON/JAIL CHAPLAINS

- Along with this order form we need a letter from a person in authority on your institution letterhead stating that you will accept the baptistry as a gift from ARM Prison Outreach and will be responsible for shipping charges and any optional features ordered. For the CTB, the facility will also be responsible for the cost of the casters, table-top lectern, and/or heater, if ordered.
- The baptistry must be shipped to and placed in the correctional facility.

MILITARY CHAPLAINS

- Be sure to confirm all shipping arrangements and include them with this order form.

OVERSEAS MISSIONS

- Be sure to confirm all shipping arrangements and include them with this order form.

CHURCHES

- Please complete this order form and return it to us with your deposit. When your order for a CTB is received we will send you a confirmation letter and a projected shipping date.
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AMERICAN REHABILITATION MINISTRIES

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