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Sample Order Letter

Important instructions for placing Law Enforcement Agency orders.

NOTE: Please follow this format when placing your order.

RE: Purchase of GLOCK Pistols and Law Enforcement magazines.

1. Provide a list of items being ordered and specify:
 - A. Quantity
 - B. Model (Specify Gen3 or Gen4)
 - C. Type of sight (Fixed, GLOCK steel fixed, Adjustable, GLOCK night sight)
 - D. Type of trigger pull (5.5lb, 8lb, NY1, NY2)
2. Provide Agency Purchase Order or Agency Letterhead, signed by a Lieutenant or above.
 - A. On the PO or Letter include this statement: **These items are being purchased by the Agency, for the Agency and will be for Law Enforcement use only.**
3. Provide a Federal Excise Tax Exemption Certificate, **signed** by a **Lieutenant or above**. (By checking the second box the certificate will be good for three years.) (Pistols Only)
4. Provide the Departments physical address, along with a contact name, phone number and fax number.
5. Electronic PO's can be emailed.
6. The following states do not exempt the state or local governments from sales tax: AZ, CA, HI, NC, NM, SC and WA. These states must include sales tax on all purchases.
 - A. **CA** entities must provide a "Use Tax Direct Payment Permit and "Certification". (Also when using a Law Enforcement Distributor).
 - B. All Dealers and Distributors must submit a California State Resale Certificate made out to GLOCK, Inc. for all drop shipments into CA.
 - C. CA does not recognize other States Resale Certificates.
7. All State and Local Law Enforcement Agencies must submit a copy of their State Sales Tax Exemption Certificate.
 - A. All certificates must be complete and signed if required; each state will have its own certificate.
 - B. If a correctly completed certificate has not been provided sales tax will be added to the order and the agency will be responsible for payment.