

# 4 OPTIONS TO PLACE ORDERS



Place orders at: [www.SHOP-WDC.com](http://www.SHOP-WDC.com)  
(Account log-in is required. Please see your Sales Representative for details.)

Email orders to: [williamsorders@wmsdist.com](mailto:williamsorders@wmsdist.com)



Fax orders to: [616-456-8091](tel:616-456-8091)

Call in orders to: [800-748-0503](tel:800-748-0503)



**Williams**  
**Distributing**  
[www.wmsdist.com](http://www.wmsdist.com)

# HELPFUL TIPS ABOUT ORDERING

- Once we receive your order, we will contact you if there are any questions or concerns regarding your order.
- If there are no questions, your order will be entered and you will receive an Order Acknowledgement within 24 hours.
- Thoroughly review the Order Acknowledgement for accuracy including quantity, colors, etc.
- Contact us immediately with any corrections or changes to the order by calling our Customer Service Department at **800-748-0503** or emailing us at [williamsorders@wmsdist.com](mailto:williamsorders@wmsdist.com).
- Please reference your Order Acknowledgement number when contacting us regarding your order.
- Placing your order before 12:00pm EST will help ensure delivery of your order on the next scheduled delivery day for your area, provided the ordered items are in stock.