

# HOW TO ORDER COMMUNION TABLE BAPTISTRIES

ARM's communion-table baptistries can be ordered [online](#) or by printing out and mailing or faxing an [order form](#). Please fully complete all required information even if a purchase order will be provided. Your order cannot be processed without a completed order form. See information below for specifics on costs, ordering and shipping.

## GENERAL INSTRUCTIONS

A minimum \$1,000 deposit is required at the time the order is placed (unless the order is for a prison or the military – no down required), or you may pay any amount over the minimum (ie. pay half, pay in full, etc.). Once your order is received, ARM will send you a confirmation letter or email with an invoice for any remaining balance (including shipping cost) that is due before your baptism is shipped. Orders for a fiberglass tub or water heater require payment in full at the time the order is placed.

Delivery is by commercial truck line and they must deliver to a physical location so make sure shipping information is complete and includes an accurate street address. Please include a contact name and phone number for the individual responsible for accepting delivery of the unit. ARM will notify them by phone when the baptism is shipped.

**Important:** When your baptism is delivered, please inspect your baptism for any shipping damages before you sign the delivery papers and while the delivery driver is there. Should there be any damage, please report it immediately to the driver so he can note it on the delivery papers. Then report it to ARM and Email pictures of the damage to [bblair@arm.org](mailto:bblair@arm.org). ARM will be happy to provide information or assistance if repairs are necessary. **If the damage is not reported to the driver and noted on the delivery papers, we will have very little chance to collect for damages from the freight company.**

## PRISON CHAPLAINS

Basic baptistries are free of charge to prisons and jails and no deposit is required. The institution only pays for shipping and any add-ons such as water heaters, table-top lecterns, casters, etc. The unit must be shipped to the correctional facility and will be shipped prepaid. ARM will invoice you at time of shipment for delivery and optional add-on charges and payment is due within 30 days.

Along with the order form please provide a letter on the institution's letterhead from a person in authority stating that you will accept the baptism as a gift from ARM Prison Outreach and will be responsible for shipping charges.

### **MILITARY CHAPLAINS**

The military unit is required to purchase the baptism, but no deposit is required. The military must arrange for transport outside the United States. ARM will invoice you at time of shipment for any balance due, and payment is due within 30 days.

### **OVERSEAS MISSIONS**

The mission work is required to purchase the baptism, and pay for all delivery costs. ARM will invoice you at time of shipment for any balance due, as well as shipping charges, and payment is due within 30 days.

### **AMERICAN CHURCHES**

Churches must purchase the baptism with a minimum \$1,000 down payment, although you may pay any amount over that with your order, if you desire. ARM will invoice you for freight charges at the time the order is processed, and will notify you when your order is ready to be shipped. Any remaining balance must be paid in full before your order is shipped.