

REQUIRED INFORMATION

Date:	Purchase order #:
Ordered by:	If an individual is ordering, a check must accompany order, or you may use your credit card (check one). <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Title:	Card Number:
School District:	Exp. date: 3-digit Security Code:
County:	Name on card:
E-mail:	Phone: (.....)
Bill to:	Ship to:
Attn:	Attn:
.....
Street	Street
City	City
State Zip	State Zip

QUANTITY	CATALOG #	DESCRIPTION	UNIT	PRICE	TOTAL

First time Online IPT orders, please contact your Educational Sales Consultant to set up your online account. Your order cannot be processed without this step.						
Please review your purchase order carefully. Errors in ordering cause delays in processing. See return policy on page 25. If you need assistance in placing your order, please contact your Educational Sales Consultant or call Ballard & Tighe at 1-800-321-4332 . International customers please call 1-714-990-4332 . Special Instructions:				Total		
				Sales Tax as appropriate (CA & WA only)		
				Shipping & Handling as a % of Total, not including sales tax	UPS Ground Service: West of Mississippi River: 7½%* East of Mississippi River: 10% *	
					UPS 3rd Day Select: 12%* Minimum shipping charge is \$11.00	
					UPS 2nd Day Air: 15%* Minimum shipping charge is \$16.00	
				Choose One	Next Day Air: 20%* Minimum shipping charge is \$33.00	
Grand Total						

For faster service, see Shipping & Handling choices above.

*These charges are approximate. If percentages noted above do not cover actual shipping charges, actual shipping plus handling will be charged. AK, HI, and foreign orders will be billed actual shipping charges plus 3.5% handling.

ALL ORDERS F.O.B. SHIPPING POINT. Destination orders will not be accepted and will be returned. Please add Shipping & Handling charges as specified so that the order may be shipped promptly.

Most orders are shipped within five working days after receipt and verification.