ORDER FORM

Billing Address _____

Shipping Address (if different) _____

Telephone: _____

E-mail: _____

Job Title: _____

Institutional Purchase Order No: _____

(Please attach an official purchase order.)

Quantity	Product No.	Description	Price	Total

Subtotal: _____

Shipping/Handling (see chart): _____

Sales Tax (California Residents Only): _____

Amount Due: _____

SHIPPING & HANDLING CHARGES in the USA are computed as follows:

Order Subtotal	Shipping/Handling
Orders under $50.00	Please add $5.00.
Orders over $50.00	Please add 10 percent.

The shipping/handling charge for orders sent to Canada is $10.00 if the subtotal is under $70.00 and 15 percent if the subtotal is $70.00 or more.

Shipments to other countries (e.g., countries in Europe and Asia) will also require additional charges.

Payment Method: ❑ Check/Money Order
❑ Purchase order attached

Charge Card: ❑ MasterCard ❑ Visa ❑ Discover ❑ Amex

Card No: & Code: _____

Expiration date: _____

Signature: _____

Current pricing information is always available at www.acawebsite.com

Do you need another copy of this catalog? ❑ Yes ❑ No

Prices are subject to change without notice.

Prepayment in U.S. funds is required on all orders from individuals. Payments by check should be made payable to **Academic Communication Associates. We accept MasterCard, Visa, Discover, or American Express.**

Academic Communication Associates, Inc.

P.O. Box 4279
Oceanside, California 92052-4279

www.acawebsite.com

Toll-Free Telephone Orders: 1-888-758-9558

FAX: (760) 722-1625

Business Office: (760) 722-9593 (Monday through Friday)

Hours: 8:00 A.M. to 5:00 P.M. Pacific Standard Time