

Billing Address

ORDER FORM

Shipping Address (if different)

Telephone: _____

Institutional Purchase Order No: _____

E-mail: _____

Job Title: _____

(Please attach an official purchase order.)

Quantity	Product No.	Description	Price	Total

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

Order Subtotal	Shipping/Handling
Orders under \$95.00	Please add \$9.50.
Orders over \$95.00	Please add 10 percent.

The shipping/handling charge for orders sent to Canada is \$18.00 if the subtotal is under \$120.00 and 15 percent if the subtotal is \$120.00 or more.

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

Prepayment in U.S. funds is required on orders from outside of the United States.

Subtotal: _____

■ Shipping/Handling (see chart): _____

Sales Tax (California Residents Only): _____

Amount Due: _____

Payment Method: Check/Money Order
 Purchase order attached

Charge Card: MasterCard Visa Discover Amex

Card Number: _____

3 or 4 digit code: _____ **Expiration date:** _____

Signature: _____

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

View or download our most recent catalog at ACAcatalog.com
NOTE: 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.

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Hours: 8:00 a.m. to 4:30 p.m. Pacific Standard Time

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