

<b>5 Easy Ways to Order</b>	<b>Mail</b>	<b>E-mail</b>
<b>SchoolSpecialty.com</b> <small>Register, place, and track your order 24/7.</small>	<b>Fax 1-888-388-6344</b> <b>International Fax 1-419-589-1600</b>	<b>Phone 1-888-388-3224</b> <small>Monday-Friday, 7am-7pm Central Standard Time</small> <b>International Orders:</b> <b>Phone 1-419-589-1425</b> <small>Monday-Friday, 7am-4pm Central Standard Time</small>
<b>School Specialty</b> PO Box 1579 Appleton, WI 54912-1579		<b>Contiguous 48 states:</b> <a href="mailto:orders@schoolspecialty.com">orders@schoolspecialty.com</a> <b>HI, AK, and international:</b> <a href="mailto:internationalorders@schoolspecialty.com">internationalorders@schoolspecialty.com</a>

Delivery Options – Choose One			
<input type="checkbox"/> <b>Standard Delivery</b> <small>Most supply orders ship within 24 hours, while furniture orders typically ship within 4-6 weeks. Please allow an additional 1-3 days for supplies during the summer due to back-to-school volume, and an additional 2 weeks for furniture.</small>	<input type="checkbox"/> <b>Future Date Delivery</b> <small>Please tell us when you would like us to ship your order.</small>	<b>If items are not available:</b> <input type="checkbox"/> <b>Backorders accepted</b> <input type="checkbox"/> <b>Cancel, don't backorder</b>	<b>Special Instructions/Comments:</b>

Bill To:		Ship To: <small>If different than "Bill To"</small>			
ACCOUNT #	PHONE #	CONTACT PHONE #			
CONTACT NAME		CONTACT NAME			
SCHOOL/FACILITY NAME		SCHOOL/FACILITY NAME			
STREET		STREET			
CITY	STATE	ZIP	CITY	STATE	ZIP
FAX	E-MAIL	FAX	E-MAIL		

Method of Payment	
<input type="checkbox"/> <b>Purchase Order</b>	<input type="checkbox"/> <b>New Account – Enclose check or credit:</b>
<b>Do not send credit or purchasing card information via E-mail.</b>	<input type="checkbox"/> <b>Check enclosed #</b> [ ] [ ] [ ] [ ] [ ] [ ] \$ [ ] [ ] [ ] [ ]
<input type="checkbox"/> <b>American Express</b> <input type="checkbox"/> <b>Visa</b> <input type="checkbox"/> <b>MasterCard</b> <input type="checkbox"/> <b>Discover</b> <input type="checkbox"/> <b>Procurement Card</b>	
<b>Name on card</b> _____ <b>Gift Certificate Serial #</b> _____	
<b>Card #</b> [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] <b>Expiration Date (MM/YY)</b> [ ] [ ] / [ ] [ ]	

Quantity Ordered	Unit of Measure	Item Number <small>(USE THE COMPLETE CATALOG NUMBER)</small>	Description	Color <small>(IF APPLICABLE)</small>	Size <small>(IF APPLICABLE)</small>	Catalog Page	Unit Price	Total Price
1	EA	6-000000-096	Sample Description	Red	Medium	123	\$ 0.00	\$ 0.00
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<b>CALL 888-388-3224 (SUPPLIES)          OR 877-350-0645 (FURNITURE)          FOR SHIPPING AND HANDLING          QUESTIONS OR SPECIAL          DELIVERY REQUESTS.</b>	<b>Subtotal of all items that begin with a "7" or "9" (Parcel)</b> Add \$9.95 for shipping & handling if subtotal is under \$49.00. Shipping is FREE for subtotals \$49.00 and over
	<b>Subtotal of all items that begin with a "6" or "8" (Truck/Freight)</b> Add 15% for shipping & handling if subtotal is \$1,000 or less (\$99.00 minimum). Call for a quote if subtotal is greater than \$1,000
	Inside delivery charge (if applicable) \$45.00, Lift gate charge (if applicable) \$69.00
	International and US Territory delivery charges – call for a quote
	<b>SUBTOTAL</b>
	Add Applicable Sales Tax (all states except AK, DE, MT, NH, OR)
	<b>TOTAL</b>