# Order Form

## 5 Easy Ways to Order

1. **Phone: Call toll free 877-329-0570**
2. **Fax: Fax toll free 877-329-0573**
3. **Mail: Copy, fold, seal and return this form.**
4. **Email: sales@ptrpress.com**
5. **Online: www.ptrpress.com**

## Steps for Success

1. **Enter correct billing and shipping address.** Many products are custom produced. Please allow 10-15 business days before shipping.
2. **Choose method of payment.** Terms are net 14 days. For questions about your invoice, call our Accounting Dept. between 8 am – 5 pm, Central time.
3. **Select items to order.** Custom imprinting is available on videos and print material. Call Customer Service for more information. Please include imprint information on a separate page.
4. **Total your order.** Include delivery charge, discount, and any applicable taxes.

Order Form

## METHOD OF PAYMENT

❑ **I'd like a FREE preview of the products below.**
❑ **Please ship the products listed below as soon as possible.**

❑ Check enclosed ❑ Bill my purchase order # _____

Charge my credit card: ❑ Visa ❑ Mastercard ❑ American Express ❑ Discover

Card #_____Exp. Date_____

Authorized Signature_____


Prevention & Treatment
Resource Press
*A Division of Education Specialty Publishing*

69185 Sky Brook Road
Mandeville, LA 70471

Phone: 877-329-0570
Fax: 877-3290573
www.ptrpress.com
E-mail: sales@ptrpress.com


### Ship to:

Name:_____

Title:_____Organization:_____

Street:_____

City:_____State:_____Zip:_____

Telephone:_____Fax:_____

### Bill to:

Name:_____

Title:_____Organization:_____

Street:_____

City:_____State:_____Zip:_____

Telephone:_____Fax:_____

Your E-mail address for shipping confirmation:_____

| ITEM NUMBER | PRODUCT NAME | PERS.* | QTY. | ITEM PRICE | TOTAL |
|---|---|---|---|---|---|
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**Personalization Information:**

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|---|---|
| SUBTOTAL | |
| ADD LA STATE SALES TAX, IF APPLICABLE | |
| * CALL FOR SHIPPING INFORMATION IF SHIPPING TO LOCATIONS OUTSIDE OF THE CONTIGUOUS U.S. | |
| TOTAL | |