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 15 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

725 S. Morrison Blvd
Hammond, LA 70403

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

Personalization Information:

SUBTOTAL	
ADD LA STATE SALES TAX, IF APPLICABLE	
SHIPPING: ADD 10% OF YOUR SUBTOTALED ORDER FOR SHIPPING TO LOCATIONS OUTSIDE OF THE CONTIGUOUS U.S.	
TOTAL	