

Order Form

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.

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

P.O. Box 6986
 Metairie, LA 70009

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