

GENERAL ORDER FORM

Call Toll Free: **800-229-3258**

Fax: **800-213-8166**

Online: **itselementary.com**

Email: **service@itselementary.com**

I don't want to miss out!

YES! Please send me news and special offers from It's Elementary!

E-mail _____

CUSTOMER NUMBER

Yellow outlined box on back cover

PRIORITY CODE

Blue outlined box on back cover

DATE NEEDED

PURCHASE ORDER #

Bill to:

Name _____

Title _____

Name of School/Business _____

Address _____

City, State, Zip _____

School/Business Phone _____ Extension _____

School/Business Fax _____ Cell Phone _____

E-mail Address _____ Please use my e-mail address for confirmation of my order only.

Form of Payment: Purchase Order (fill in number in box at left) Check enclosed Credit card (see below) Bill me

Signature _____ Title _____

I have read the terms and hereby authorize shipment.

Best Number or Email to Reach Me At: _____

Ship to: Check here if same as billing address

Name _____

Title _____

Name of School/Business _____

Address _____

City, State, Zip _____

PURCHASE ORDERS MUST BE ACCOMPANIED BY AN ORDER FORM.

Page #	Qty	Item #		Color	Size	Imprint Design #	Imprint Color	Price Each	Total

Shipping & Processing

Orders are shipped UPS ground service whenever possible. Please allow six business days for shipping within the contiguous U.S. Orders over 100 lbs. may be sent via truck. Shipping by truck may take 7-10 business days. If your order must be sent by air to make your need date, you will be billed the expedited shipping cost. All shipping charges will be billed on your invoice. See below for shipping charges. Extra shipping charges will be applied for orders shipped to AK and HI. Extra shipping charges may be applied for residential delivery, increased fuel service charges and remote area surcharges in accordance with UPS ground service standard rate premiums. Due to the heavy and bulky nature of our themes and kits, an additional shipping charge equal to 10% of the total price of the theme or kit will be added to your order. Orders less than \$15 will incur a \$3 small order handling fee. Visit itselementary.com/customer-support for more information.

Total

\$25 Original Design
(if applicable)

SUBTOTAL 1
(add the two boxes above)

Shipping & Processing
(see chart at left)

SUBTOTAL 2

Sales Tax (MN only)
(see Sales Tax box at left)

Sales Tax (CO only)
(see Sales Tax box at left)

GRAND TOTAL

Sales Tax

(If tax exempt, please provide a copy of tax exempt certificate)

Minnesota— MN residents in Anoka, Dakota, Ramsey and Washington counties, please add 7.125% sales tax. MN residents in Hennepin county, please add 7.275% sales tax. All other MN residents, please add 6.875% sales tax. If tax exempt, please provide a copy of tax exempt certificate.

Colorado—CO residents in Colorado Springs, please add 7.63% sales tax. CO residents in El Paso county, please add 5.3% sales tax. All other CO residents, please add 2.9% sales tax.

PLEASE CHARGE MY



Card Number _____ Expr Date _____ Signature _____

Address _____ City _____ State _____ Zip _____