

Order Form



Date:

Ordered By

Company:	<input type="text"/>
Address:	<input type="text"/>
City & State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Contact Name:	<input type="text"/>

Career and Technical Education Consortium of States, Inc.
 1866 Southern Lane
 Decatur, Georgia
 USA
 30033-4097
 Phone: 404-679-4501 ext.3543
 Fax: 404-679-4556
 www.ctecs.org

Deliver To Same as Above

Company:	<input type="text"/>
Address:	<input type="text"/>
City & State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Contact Name:	<input type="text"/>

Item	Description	Quantity	Unit Price	Amount
			Sub-total	
			Shipping	
			Grand Total	

The order will be processed when the Purchase Order or Check is received.

Please make payable to the Career and Technical Education Consortium of States. Mail Check or Purchase Order to CTECS. The order form can be submitted by e-mail to info@ctecs.org.

(see next page for additional order information)

Thank you!

Internal Use Only

Order Completed:	<input type="text"/>
Ship Date:	<input type="text"/>

Ordering Information

Prices

CTECS Member Prices apply to orders placed by individuals in public organizations located in CTECS member states. Nonmember prices apply to all other orders.

Prices include shipping and handling unless otherwise noted. Contact CTECS to arrange for expedited shipping.

Prices are subject to change without notice.

Payment

Checks should be payable to the Career and Technical Education Consortium of States (CTECS).

Purchase orders may be faxed to 404.679.4556, Attn: CTECS.

Payment is due 30 days after receipt of materials. Amount due is payable in U. S. dollars only.

Returns

Refunds will be issued for software or printed publications returned in resalable condition within 30 days after receipt (there are no refunds on products in PDF format). All returns must be authorized by CTECS. You are responsible for returning shipments by UPS or other insured methods.

Software

All CTECS software is Windows® PC based.

Products Distributed in Electronic Format

CTECS products distributed in electronic format are Adobe Acrobat PDF files. The free Acrobat Reader® is required to view and print PDF files.

File(s) will be sent to you as an e-mail attachment, size permitting.