Product Order Form

Please Print Ordering and Shipping Information

1. Customer Information:

Name _____ Member # _____

Shipping Address (Please check one) ❑ Residential ❑ Business

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Order Total	Continental USA	Alaska / Hawaii	Canada	Mexico	Other Countries
Up to $50.00	$ 8.00	$ 9.00	$19.00	$23.00	$36.00
$50.01-$100.00	$10 .00	$11.00	$22.00	$27.00	$43.00
$100.01-$150.00	$12.00	$15.00	$25.00	$33.00	$55.00
$150.01-$250.00	$14.00	$19.00	$29.00	$40.00	$68.00
Over $250.00	5% of order	8% of order	12% of order	15% of order	30% of order

Also available in the Continental U.S.: UPS 3-Day Select, UPS 2nd Day Air, UPS Next Day Air.
For rates or other special shipping requests, call 703-860-2100 before noon (Eastern Time).

About Your Order:

Payment: **Orders must be prepaid by check, MasterCard, VISA, Discover, or Purchase Order. *Please do not send cash.***

Prices: **Prices listed in this guide are subject to change.**

Shipping: **See chart above for charges.**

International Orders: **International Orders will be shipped via the U.S. Postal Service (air) and must be prepaid in U.S. funds drawn on a U.S. bank. (See above chart for charges.)**

Special Delivery Requests: **For special shipping requests, call 703-860-2100. Requests for same-day shipping must reach ITEEA by noon (EST/EDT).**

Returns: **Within 30 days of invoice date, items in good condition may be returned for credit or refund. Those wishing to return a complete or partial order must obtain permission from ITEEA prior to the return. A restocking fee (20% of the price of the returned item[s] or a minimum of $10) will be charged. *Discontinued/sale items are not returnable.***

Claims: **Please check your order and report any discrepancy immediately. Claims for incomplete orders or damaged merchandise will not be accepted after 30 days from the date of shipping.**

Charge by: **Phone 703-860-2100**
Fax 703-860-0353

2. Product Order:

Product #	Title/Description	Quantity	Unit Cost	Total Cost

Mail or fax your order to:
ITEEA Publications Department
1914 Association Drive, Suite 201
Reston, VA 20191-1539
703-860-0353 fax

Subtotal $ _____
VA residents add 5% tax $ _____
Shipping (see chart at left) $ _____
Special Delivery $ _____
I wish to donate to FTEE $ _____
TOTAL $ _____

3. Payment:

❑ P.O. # _____
Please attach original P.O. and include correct Shipping charges.

❑ Enclosed is my check # _____
payable to ITEEA (U.S. funds drawn on U.S. bank).

❑ Charge $ _____ to: ❑ Master Card ❑ VISA ❑ Discover

Card Number _____ - _____ - _____ - _____

Exp. Date _____

Name as it appears on the Card _____

Signature _____