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 _____

About Your Order:

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

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

Shipping: See chart below 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 chart for charges.) In some cases, shipping and handling charges may require adjustment depending on location.

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

Shipping Charges

Order Total	Continental USA	Alaska / Hawaii	Canada	Mexico	*Other Countries
Up to $40.00	$ 8.00	$ 9.00	$19.00	$23.00	$36.00
$40.01-$75.00	$10 .00	$11.00	$22.00	$27.00	$43.00
$75.01-$100.00	$12.00	$15.00	$25.00	$33.00	$55.00
$100.01-$150.00	$14.00	$19.00	$29.00	$40.00	$68.00
Over $150.00	8% of order	10% 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).

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 6% tax $ _____
Shipping (see chart at left) $ _____
Special Delivery $ _____
I wish to donate to FTEE $ _____
TOTAL $ _____

Click here for easy online ordering.

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 ❑ American Express

Card Number _____

Exp. Date _____

Name as it appears on the Card _____

Signature _____

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