

PRODUCT ORDER FORM

Items in this Product Guide can be purchased directly from the ITEEA eStore at <https://portal.iteea.org/Shop/Product-Catalog>.



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

NOTE: There are no shipping charges for downloadable items.

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 \$ _____

***NOTE: There are no shipping charges for downloadable items.**

3. Payment:

[Click here](#) for easy online ordering.

- 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 _____