ITEA Product Order Form

Please Print Ordering and Shipping Information

Name _____ Member # _____

Shipping Address (Please check one) ❑ Residential ❑ Business

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Product #	Title/Description	Quantity	Unit Cost	Total Cost
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

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

Subtotal $ 0.00
VA residents add 5% tax $ _____
Shipping (see chart below) $ _____
Special Delivery $ _____
I wish to donate $1 to FTE $ _____
TOTAL $ 0.00

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 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 below for charges.)

Special Delivery Requests
For special shipping requests, call 703-860-2100. Requests for same-day shipping must reach ITEA 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 ITEA prior to the return. A restocking fee (20% of the price of the returned item[s] or a minimum of $10) will be charged.
Videos and 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

Payment:

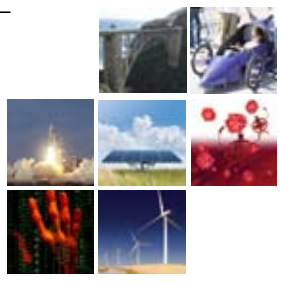
❑ P.O. # _____ Please attach original P.O. and include correct Shipping charges.

Notes:

❑ Enclosed is my check # _____ payable to ITEA (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 _____