



*Easy Ways to Order*  
**Efficiency and Education**

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# Order Form

*"Helping you help them"*

**BILL TO:**

\_\_\_\_\_  
 DISTRICT / AGENCY

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State/Zip

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Fax

**NEW  
 ADDRESS...**

**Please Update  
 YOUR  
 BILLING  
 DEPARTMENT**

**SHIP TO:**

\_\_\_\_\_  
 Attention

\_\_\_\_\_  
 School/Institution Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State/Zip

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Fax

**Method of Payment:**

Check # \_\_\_\_\_

PO# \_\_\_\_\_

VISA     Master Card

Name \_\_\_\_\_

Number \_\_\_\_\_

Expires \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Ordered \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Billed** \_\_\_\_/\_\_\_\_/\_\_\_\_

Quantity	Product Description	Price Each	Total
	<b>Educational Planner</b>	\$35.00	
	<b>DHS Reporting Forms</b> -Set of 25	\$15.00	
	<b>KoKo Can!</b> Problem Solving Puppet, Role Play Cards & Lesson Guide	\$30.00	
	<b>Let's Get Acquainted Game</b> levels I & II	\$10.00	
	<b>Idiom Cards</b> 38 card set with directions for use	\$15.00	
	<b>Signs for the Times</b> 11X17 b/w motivational signs for counselors, all ages. Easy to store.	\$15.00	

Subtotal \$ \_\_\_\_\_

Tax 8.00 %

Tax \$ \_\_\_\_\_

SHIPPING AND HANDLING 15%

(minimum s/h \$7.00) shipping/Handling \$ \_\_\_\_\_

**Payment Due - 30 days from billing date**

**TOTAL \$** \_\_\_\_\_