

2017 Order Form

Prices are subject to change.

Date: _____

Purchase Order Number: _____

County	District	Building
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Ship To Address (Please type or print)		
Name of Organization		
Attention Of		
Street		
City	State	ZIP
Telephone Number		
Email Address		

Bill To Address (If different from Ship To Address)		
Name of Organization		
Attention Of		
Street		
City	State	ZIP
Telephone Number		
Email Address		

Quantity	Item Code	Item Description	Level	Form	Test Date	Unit Price	Total Cost

Subtotal – Shipping & Handling is calculated on the subtotal only	
7.975% Sales Tax (if applicable)	
Shipping & Handling – 10% for orders OVER \$65.00/\$6.50 for orders UNDER \$65.00	
TOTAL	

Orders may be placed with the Assessment Resource Center (ARC) by FAX, US mail, or email. Accepted methods of payment are a check payable to the University of Missouri, Purchase Order, Visa, Mastercard, Discover, or American Express. If your organization is tax exempt, please provide a copy of the tax exempt letter with your order. NEW CUSTOMERS – Please include a copy of the W-9 for your organization. Credits will not be issued for materials returned after 30 days. **NOTE: PLEASE DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL. PLEASE CALL (800) 366-8232, FAX THE ORDER TO (573) 882-8937, OR SEND VIA US MAIL.**

Credit Card Information:

Cardholder Name (Please Print) _____

Credit Card Number _____ Expiration Date _____

Cardholder Signature _____