

# ORDERING INFORMATION

Mail or fax completed order form to:

## Janelle Publications

P.O. Box 811  
 Dekalb, IL 60115  
 Phone: 800-888-8834  
 Fax: 815-756-4799  
 Email: info@janellepublications.com



Order 24 hours a day online at:  
[www.janellepublications.com](http://www.janellepublications.com)



Date \_\_\_\_\_  
 Charge to credit card \_\_\_\_\_  
 Card number \_\_\_\_\_  
 Security code from back of card \_\_\_\_\_  
 Expiration date \_\_\_\_\_  
 Purchase order number \_\_\_\_\_  
 Tax exemption number \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Janelle Publications taxpayer I.D. 36-3283838**

### BILLING ADDRESS

If charging to Visa, Master Card, or Discover please use billing address of card

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 [Required for proper processing of your order]

### SHIPPING ADDRESS

Check if same as billing address

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 [Required for proper processing of your order]

| ITEM # | ITEM/DESCRIPTION | QTY. | PRICE | TOTAL |
|--------|------------------|------|-------|-------|
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### Shipping/General Info

- Shipping to AK, HI, and Canada minimum \$20.00. Orders over \$100 shipping is 20%.
- All orders to the continental U.S. and Canada are shipped FedEx unless U.S. mail is requested.
- Orders outside of the U.S. and Canada will be charged actual freight and handling fee (approximately 40% of the order).
- Customers are responsible for all GST/HST/PST and brokerage fees on international orders.
- Shipping is free on orders over \$500.00 to the U.S. and Canada.
- Shipping is free on all assessment kits. If ordering items in addition to assessment kits the price of the assessments will be deducted from the order total before calculating shipping cost.
- Products may be returned within 90 days of receipt of order if in re-sellable condition. There are no returns on software items.
- Prices are subject to change without notice.
- Personal order must be prepaid in full by check, credit card, or money order payable to Janelle Publications.
- Purchase orders net 30 days.

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| <b>SUBTOTAL</b>  |  |
| <b>8.0% sales tax<br/>Illinois Residents Only</b>  |  |
| <b>Shipping/Handling<br/>U.S. Add 10 % (minimum \$8.00)<br/>Canada, Alaska, Hawaii Add 20%<br/>(minimum \$20.00)</b> |  |
| <b>TOTAL DUE<br/>U.S. Funds Only</b>   |  |

**call toll free 800-888-8834      fax 815-756-4799**