

Order Form 2011

All orders must be placed in writing.
E-mail orders to: orders@casas.org

Mail orders to: CASAS
5151 Murphy Canyon Road, Suite 220
San Diego, CA 92123-4339 • Fax 858-292-2910

Today's Date: _____

Method of Payment:

☐ Purchase Order No. _____

☐ Check No. must be
mailed with order form

Call to give credit card number
Select only one box

☐ Visa ☐ Master Card
☐ AmEx ☐ Discover Card

Billing Information:

Full Agency Name _____

Billing Contact Name _____

Billing Contact E-mail Address _____

Street Address _____

City State ZIP

Telephone _____

FAX _____

Shipping Information:

Full Agency Name _____

Contact Name _____

Contact E-mail Address _____

Street Address (No P.O. Box #) _____

City State ZIP

Telephone _____

Expiration Date _____

(Prices subject to change)

Title	Code	Price	Quantity	Subtotal

For UPS Ground Delivery
Shipping and Handling Fees
(NOT FOR EXPEDITED DELIVERY)
Use table below to determine the
appropriate fees for your order.

\$0 - \$100	\$10.00
\$101 - \$700	10% of Subtotal
\$701 - \$1,200	9% of Subtotal
\$1,201 or more	8% of Subtotal

For all Hawaii orders add \$30 to
shipping and handling charges listed
above.

- Orders shipped via regular UPS unless Expedited Delivery is requested.
- Orders cannot be processed until training and payment are verified.
- **EXPEDITED Delivery**
A 7% handling fee plus UPS expedited shipping charges will be added to your invoice. UPS charges are calculated at time of shipping.

Subtotal				
Shipping & handling for non-expedited orders Hawaii add an additional \$30.00 (see box at left)				
EXPEDITED Delivery No Yes (7% of subtotal) If YES, please check only ONE option below: UPS 3rd Day 2nd Day Next Day Orders must be received by 10:00 a.m. PST or allow additional business day for delivery.				Calculated at Shipment
Subtotal				
California agencies add sales tax (tax in your county)				
Total				

(If change in total amount is no more than 10%, you will **not** be notified. Adjustments made on invoice.)

Failure to complete Training and Test Use Agreement will delay your order.

Before an order can be processed, the Training and Test Use Agreement must be completed below and will be verified.

Training and Test Use Agreement

☐ I agree to follow training and test use conditions as specified by CASAS.

Who in your agency received CASAS training? _____

Date _____

Name of Trainer or Online Course _____