

# How to Order

## Online

www.pacificlearning.com  
24 hours a day/7 days a week

**Email** purchase orders to:  
customer.service@pacificlearning.com

## Mail

6262 Katella Avenue  
Cypress, CA 90630-5204

## Phone

Phone: 800.279.0737  
Monday - Friday, 8am-5pm PST  
(Credit Card Only)

## Fax

Fax: 714.516.8369  
24 hours a day/7 days a week

## 1. Your Information

**Billing Address:** \_\_\_\_\_  
Name \_\_\_\_\_  
School/Organization \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

**Shipping Address:** \_\_\_\_\_  
School \_\_\_\_\_  
Attention \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

Order Date \_\_\_\_\_

Phone numbers are kept confidential and will only be used regarding orders.

( ) \_\_\_\_\_

Daytime Phone

( ) \_\_\_\_\_

Evening Phone

Yes, please e-mail me updates about new Pacific Learning products and special offers!

## 2. Your Payment Options – Sorry NO CODs

**Check Enclosed**  
 **Credit Card**       Visa                       MasterCard  
    Discover                   American Express

**School Purchase Order** (copy must accompany order)

Purchase Order # \_\_\_\_\_  
District \_\_\_\_\_  
District Phone # \_\_\_\_\_

Credit Card # \_\_\_\_\_  
Expiration Date \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_

**Print Name** \_\_\_\_\_

## 3. Your Order Information

Item #	Quantity	Title	Unit Price	Total Price
<b>Sub-Total</b>				
Shipping (\$3.00 minimum): \$30-\$1,999 add 10% / \$2,000+ add 8%				
CA, CO, D.C., HI, IN, MI, MO, NJ, OH, SC, TX, WA residents please add appropriate sales tax.				
<b>ORDER TOTAL</b>				

Please allow 7-14 days from receipt of order for delivery. Please enclose a copy of your Tax Exemption Certificate.

## Pay with a P.O. Online!

Did you know you can order online with a Purchase Order? Simply place an order online at www.pacificlearning.com and select Purchase Order during checkout. Send a hard copy of your authorized **Purchase Order** with a copy of your online order confirmation to the Fax or Mailing address listed above. Once this paperwork is received, we will process your order and send an invoice via mail.