

# HOW TO ORDER

### BY SCHOOL PURCHASE ORDER:

**Email**  
customer.service@pacificlearning.com

**Phone**  
800.279.0737  
*Monday-Friday, 8am-5pm PST*

**Fax**  
714.516.8369  
*Monday-Friday, 8am-5pm PST*

### ONLINE:

*24 hours a day/7 days a week*

[www.pacificlearning.com](http://www.pacificlearning.com)

## 1. Your Information

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

**Billing Address:**

Name \_\_\_\_\_  
School/Organization \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

**Shipping Address:**

School \_\_\_\_\_  
Attention \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

**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 <sup>+</sup> 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 10-14 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](http://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.