

# INSTRUCTOR MATERIALS ORDER FORM



Please fill out this form in its entirety. All fields are required. If you have any questions, please contact the NCCER training fulfillment coordinator at 386.518.6919.

## BILL TO:

## SHIP TO (NO P.O. BOXES):

Company: _____	Company: _____
Name: _____	Name: _____
Billing Address: _____	Billing Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
Sponsor Rep. Name: _____	Master Trainer Name: _____

## PAYMENT & SHIPPING INFORMATION

NCCER accepts checks, MasterCard, Visa, American Express, and Discover. Overnight and 2nd day orders must be received by noon EST. Orders received after 12 p.m. will be processed the following business day.

Master Card     Visa     American Express     Discover     Check # \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Customer PO Number: \_\_\_\_\_

Date Needed by: \_\_\_\_\_

- Regular Ground (*allow 10 days*)
- Overnight (*in addition to overnight shipping charges, a \$50 expedite fee will be added to the order*)
- 2nd-day air (*in addition to 2nd day shipping charges, a \$35 expedite fee will be added to the order*)

### Regular Ground U.S. S&H Charges

Up to \$19.99	\$11.00
\$20-39.99	\$15.00
\$40-79.99	\$17.95
\$80-99.99	\$19.95
\$100-149.99	\$22.50
\$150-199.99	\$23.50
\$200-249.99	\$24.50
\$250 and up	10%

*Additional charges will also apply to orders delivered outside the contiguous United States.*

QTY	INVENTORY CODE	TITLE	PRICE EACH	TOTAL
	MASTERREV KIT	Master Trainer Revision Kit <i>Includes all craft instructor and master trainer texts, plus DVD - does not include a binder.</i>	\$115.50	
	CRAFT INSTR KIT	Craft Instructor Kit	\$52.50	
	PE GUIDE	Performance Evaluator Guide	\$21.00	
	ACCRED GUIDE	Accreditation Guidelines	\$13.50	
	PROCEDURE MANUA	NCACP Procedure Manual	\$5.25	
Subtotal				
Shipping & Handling				
Expedite Fee				
Florida destinations add 7% sales tax				
Total				

Fax completed form to 386.518.6961

Please call 386.518.6919 to confirm receipt of your fax.