



Best Practices Manual Order Form

First Name	Middle Name/Initial	Last Name
Organization	Dept/Subunit	Job Title
Email	Day Phone	
Shipping Address line 1	Alternate Phone	
Shipping Address line 2	Fax Number	
City	State	Zip Code

I would like to order:

_____	Best Practices for Compressed Air Systems Manuals @ \$125 ea	\$ _____
(number)	<ul style="list-style-type: none"> • Packing charge: \$ 5.00 per box (9 books / box) \$ _____ • Shipping charges from Alexandria, VA \$ _____ 	
NOTE: You will be contacted with shipping charges; see below		
	SUBTOTAL	\$ _____
	• Handling/credit card charge add 2.5% of sub total	\$ _____
	TOTAL	\$ _____

Shipping: Please allow 5 days for shipping. All boxes will be sent UPS Ground unless otherwise requested. Once you fax your order, Global Printing will contact you with the shipping cost and give you a final total.

I need this order by: _____
(date)

Method of Payment: (credit cards only) Visa MasterCard AmEx

Exp Date: _____ Name on card: _____

FAX ORDER TO: Andrea Hartford, Global Printing, 703-823-4491

Thank you for your order.

Office Use Only	Job #	Date:		
Amount to Charge \$ _____	Approved: Y / N	Receipt sent to card holder? Y / N	How sent: _____	
Date Books Shipped: _____	Number of boxes _____			
Tracking #s: _____		Invoice # _____	Sales: TK1	
[] Sales		[] Accounting		[] Shipping