LMS Processes Poster Order Form

PURCHASE ORDER # _____

SCHOOL NAME or BOARD

CONTACT NAME

ADDRESS

ADDRESS

PHONE

FAX

E-MAIL

POSTER REQUEST

DATE ORDERED _____

DATE REQUIRED _____

A set contains ALL 7 Posters

- ☐ SETS ORDERED BEFORE DEC. 1, 2007 _____ @ $1.60/SET = _____
- ☐ 1 - 499 SETS ORDERED AFTER DEC. 1, 2007 _____ @ $13.60/SET = _____
- ☐ 500 - 999 SETS ORDERED AFTER DEC. 1, 2007 _____ @ $3.09/SET = _____
- ☐ 1000 - 5000 SETS ORDERED AFTER DEC. 1, 2007 _____ @ $2.26/SET = _____

Shipping _____

Subtotal _____

For quotes or inquiries email Lorrie Winterhalt @ lwinterh@uwaterloo.ca

6% GST _____

8% PST _____

DATE SHIPPED _____

TOTAL _____

TERMS OF PAYMENT

☐ CASH / DEBIT / VISA / MASTERCARD

☐ PST EXEMPT NUMBER _____

Please call Jackie @ 519-888-4567, ext. 35959 to submit credit card information.

☐ GST EXEMPT NUMBER _____

SIGNATURE _____

TERMS: All accounts due 30 days upon receipt of invoice. Overdue accounts charged 2% per month

Payment can be made with credit card, cheque, cash or Interac

Now you can submit your requisition by fax to: 519-746-5988

FOR GRAPHICS STAFF USE ONLY

JOB No. _____ INVOICE No. _____

FAX COMPLETED ORDER FORM TO: 519-746-5988