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

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

Credit Card #_____
Expiration Date_____/_____
Signature_____

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

Purchase Order #_____
District_____
District Phone #_____

Print Name_____

3. Your Order Information

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

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 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.