

ORDER FORM

Print Form

RR DONNELLEY

c/o ILC
6100 Vipond Drive
Mississauga, Ontario
L5T 2X1
Email: ILC@rrd.com

Local: (905) 362-3240
Toll Free: 1-888-362-3240
Local Fax: (905)362-3241
Toll Free Fax: 1-888-362-3241

SAP/Customer Number (assigned by RR Donnelley)

DATE	PURCHASE ORDER NUMBER
ORDERED BY (NAME)	ORGANIZATION (NAME)
EMAIL ADDRESS	RETYPE YOUR EMAIL ADDRESS
SHIPPING ADDRESS	BILLING ADDRESS
TELEPHONE #	
ATTN. TO	TELEPHONE #
GST EXEMPT? <input type="checkbox"/> YES <input type="checkbox"/> NO	ATTN. TO
IF YES PROVIDE GST EXEMPTION #	METHOD OF PAYMENT <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Purchase Order
Type of Organization: <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Homeschooler <input type="checkbox"/> Alternative School <input type="checkbox"/> Agency <input type="checkbox"/> Adult Ed Ctr <input type="checkbox"/> Individual/Other <input type="checkbox"/> Board If "Individual/Other," please provide name and description of organization with which you are affiliated, if applicable: _____	Card Number
	Expiry Date Name of Cardholder <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border-bottom: 1px solid black; width: 200px;"></div> </div>
	Signature of Cardholder

Complete the order form with all information. Give all six characters of each course code (under **COURSE**) and provide a detailed description of the material required.

COURSE	ITEM(S) Specify "complete course" when all materials are required. Do not list individual components in this case.	QTY	PRICE	TOTAL
Note: Freight and Handling is 6% of first subtotal or a minimum of \$6.00 to a maximum of \$100.00 1. Please attach official purchase order. 2. ALL SALES ARE FINAL. No returns will be accepted except in the case of distributor error. Customers must seek prior authorization from RR Donnelley for returns within ten working days of receipt of the order. 3. HST of 14% applies to orders shipped to Newfoundland, Nova Scotia, and New Brunswick. Ordering should be done by mail or fax. Toll-free telephone line 1-888-362-3240.			SUBTOTAL	
			FREIGHT HANDLING 6%	
			SUBTOTAL	
			G.S.T. 5%	
			TOTAL	