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? ☐ **YES** ☐ **NO**	**ATTN. TO**
IF YES PROVIDE GST EXEMPTION #	**METHOD OF PAYMENT** ☐ **Visa** ☐ **MasterCard** ☐ **Purchase Order** **Card Number**
Type of Organization: ☐ Public School ☐ Private School ☐ Homeschooler ☐ Alternative School ☐ Agency ☐ Adult Ed Ctr ☐ Individual/Other ☐ Board If "Individual/Other," please provide name and description of organization with which you are affiliated, if applicable:	Expiry Date Name of Cardholder 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
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

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.

Ordering should be done by mail or fax.
Toll-free telephone line 1-888-362-3240.

SUBTOTAL	$0.00
FREIGHT HANDLING 6%	
SUBTOTAL	
G.S.T. 5%	
TOTAL	