

How to Complete this Form

1. Complete the customer information at the right.
2. Note your payment method, including credit card number, C.I.D., expiration date, and signature.
3. Add "Ship To" information if different from the customer information.
4. List each product, complete with title, quantity, and price.
5. Add your Shipping & Handling (see box below) and calculate your Subtotal. For shipments outside the contiguous U.S., contact info@toucaned.com.
6. Add CA sales tax if the "Ship To" address is within the state of California.
7. Calculate your TOTAL.



www.toucaned.com

ToucanEd Order Form

1280 17th Avenue, Suite 102 • Santa Cruz, CA 95062 • (888) 386-8226 • fax (831) 462-1129

Order Date: _____ Date Needed: _____

CUSTOMER INFORMATION:

Name _____

Title _____

Agency _____

Street _____

City _____ State ____ Zip _____

County _____ Phone (____) _____ Fax (____) _____

Yes, I would like to receive updates by e-mail.

E-mail Address: _____

PAYMENT METHOD:

Check Purchase Order # _____

Mastercard Visa American Express

Credit Card # _____

C.I.D. # _____ Exp. Date _____

Signature _____

SHIP TO:

Name _____

Title _____

Agency _____

Street _____

City _____ State ____ Zip _____

County _____ Phone (____) _____ Fax (____) _____

How did you hear about this resource? Mailing Conference _____

Website Training Friend/Colleague Other _____

TITLE	QTY	PRICE	AMOUNT
Title		x \$00.00	
		x	
		x	
		x	
		x	
		x	
		x	
		x	
Shipping & Handling			Product Total
In the contiguous U.S.			Shipping/Handling
Up to \$59.99	\$7.00		Subtotal
\$60.00-\$99.99	\$8.00		
\$100-\$500	9%		CA residents add applicable Sales Tax
Over \$500	8%		TOTAL