ORDER FORM

Please fill out order form completely (even when calling in your order). Please specify color choices.

Are you a ❑ teacher ❑ school/organization ❑ parent/grandparent

Customer Number (from back of catalog): _____ **Keycode** (from back of catalog): _____

Contact Person: _____ **P.O. #:** _____

Bill To:

_____

_____

_____

_____

☎ ( )

Ship To: (For proper delivery, please **use physical address**, *not* P.O. Box)

_____

Attn: _____

_____

_____

☎ ( )

Office Use
by

OR# _____

CK# _____ **AMT** _____

❑ Enter a valid email address to receive an order confirmation and tracking number via email: _____

❑ Please check here if you do ***not*** wish to receive email notices from Montessori Services regarding sales or specials.

❑ Please check here if you do ***not*** wish to receive catalog mailings from other companies.

Item #	Color	Qty	Description	Price Each	Total

❑ **Please check here if you would like us to cancel out-of-stock items.**

Method of payment: ❑ Check enclosed # _____

❑ MasterCard ❑ Visa ❑ American Express

Card# | | | | | | | | | | | | | | | |

Expiration date | | | | 3 or 4 digit CVV code | | | | |

(Required for processing. See *Payment/Billing*, p. 49)

Name on card: _____ ☎ ( ) _____

Signature: _____

❑ Gift Certificate Number: _____ $ _____

❑ Merchandise Credit on Account: $ _____

Please attach Gift Certificate or Merchandise Credit Voucher.

Regular Shipping & Handling

Up to $15.00	add $5.95
$15.01 to 25.00	add $8.95
$25.01 to 50.00	add $11.95
$50.01 to 75.00	add $13.95
$75.01 to 100.00	add $15.95
$100.01 to 150.00	add $17.95
$150.01 to 350.00	add 12%
$350.01 to 500.00	add 10%
Over $500.00	add 8%

Alaska, Hawaii, Virgin Islands, APO/FPO/AEO, Guam, & Puerto Rico

Up to $25.00	add $8.95
$25.01 to $75.00	add $13.95
$75.01 to $500.00	add 16%
Over $500.00	add 14%

Canada

Up to $25.00	add $14.95
$25.01 to 75.00	add $24.95
$75.01 to 500.00	add 25%
Over $500.00	add 15%

International: Please inquire.

Merchandise Total	
Tax: CA "Ship To" only *Use tax rate of* **"Ship To"** *city.*	
Choose One Shipping Method	Add One Shipping Amount
Regular Shipping ❑ *Min. $5.95 See chart at left.*	
Expedited Ground ❑ *2½ times Regular Shipping.*	
2-Day Air ❑ *3 times Regular Shipping.*	
Total Order	

Prices and availability are subject to change.

Gift Message:

Montessori Services 11 West 9th Street, Santa Rosa, CA 95401
Email: info@montessoriservices.com **Fax:** 800-483-9822 or 707-579-1604
School Orders/Customer Service: 877-975-3003 M–F, 8:00-4:30 Pacific Time
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