

# How to Order



## By Phone: 800-691-7676

Open from 9:00 am-6:00 pm CST  
Monday-Friday.



## By Fax: 405-631-3607

Simply complete the order form and fax  
your order to us anytime, 24 hours a day,  
7 days a week!



## By Mail:

Complete the order form and return it  
to address below. Be sure to specify  
your ship-to-address if it is different than  
your billing address.



## How to Pay:

We accept school P.O.'s, VISA,  
MasterCard, American Express  
personal checks, and money orders.

# Mail/Fax Order Form

### Ship To (No P.O. Boxes)

Name/Title \_\_\_\_\_  
School/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Area Code/Phone (required) \_\_\_\_\_

### Bill To (If different than Ship To address)

Name/Title \_\_\_\_\_  
School/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Area Code/Phone (required) \_\_\_\_\_

### Payment Method

Authorized School P.O. Number \_\_\_\_\_  
Ordered By \_\_\_\_\_ Date \_\_\_\_\_  
Email address \_\_\_\_\_

Check     VISA     MasterCard     AMEX

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Authorized Signature for Credit Card or P.O. Purchases \_\_\_\_\_

Item Description	Page	Item Number	Qty.	Computer Type	Item Cost (each)	Total Cost

**Teachware**  
PO Box 890238  
Oklahoma City, OK 73189

**Phone 1-800-691-7676**  
**Local 405-631-9205**  
**Fax 405-631-3607**

### Shipping & Tax

U.S. add \$9.00 shipping charges on all physical media/box orders.  
Licenses are quoted separately. Order may require faculty/student ID.

**Tax**  
Personal orders in OK add 8.625% sales tax. Schools are exempt.

Subtotal	
Shipping	
Tax	
<b>TOTAL</b>	



Thank you for your order!