

Attendee Name

Organization

Address

City  State/Province

Zip/Postal Code  Country

Email

Phone  Fax

**Order:**

Workshop Title	Date	Location	Price

Product Name	Quantity	Unit Price	Total

**Please note:** This is not an invoice. Upon invoicing, discounts and taxes will be added where applicable. All product orders are also subject to a Shipping & Handling Fee.

**Payment Options:**

We accept the following methods of payment (please check one):

- Purchase Order #
- Certified Check
- Money Order
- Wire Transfer (ACH Payment)
- Credit Card (Please select a card type and provide the necessary cardholder information below.)
- MasterCard    Visa    American Express    Discover    Diners

Name of Cardholder

Card Number

Expiration Date

Security Code

Billing Address of Credit Card

Signature of Cardholder

Telephone number of Cardholder

**Please note:** Due to Card Member security measures required by all credit card companies, you must provide the **Security Code and Billing Address of the Credit Card** you are using in order for us to process your payment. If you have any billing questions, please feel free to contact our Accounts Receivable Department at 1-800-223-2209 ext. 4205.