



# Order Form

Quantity	Product Title/Description	Stock Number	Price	Line Total

CEC member?  Yes, Member ID: \_\_\_\_\_  No

Name \_\_\_\_\_

\*Phone \_\_\_\_\_

\*Email \_\_\_\_\_

Organization \_\_\_\_\_

Shipping address \_\_\_\_\_

*\*required for order confirmation*

**e-mail form to:** [service@cec.sped.org](mailto:service@cec.sped.org)

**Fax to:** 703-264-9494 (purchase orders)

**Mail to:** CEC, 2900 Crystal Drive, Suite 1000, Arlington, VA 22202

<b>Subtotal</b>	
VA residents ONLY add 6% sales tax	
Shipping charge (see chart below)	
<b>TOTAL in U.S.D</b>	<b>\$</b>

<b>Payment Information</b>	<input type="checkbox"/> Check
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
<input type="checkbox"/> AmEx	<input type="checkbox"/> Discover
Name on card	_____
Card #	_____
Exp. Date	_____ CSV _____
Signature	_____

## Shipping & Handling Charges

All orders shipped in the continental U.S. are sent by UPS Ground unless otherwise specified. **Note that we cannot ship via UPS to a P.O. box; please provide a street address for shipping.**

Total of Order	\$10.00 or less	\$10.01-\$25.00	\$25.01-\$50.00	\$50.01-\$100.00	\$100.01-\$200.00	\$200.01 or over
USPS 1 <sup>st</sup> Class/Priority	\$7.50	\$10.50	\$13.00	\$15.00	\$17.00	11% of total
*UPS Ground	\$9.50	\$11.50	\$12.50	\$14.50	\$17.50	9% of total
UPS Next Day	\$50.00	\$54.00	\$71.00	\$82.00	\$90.00	40% of total
UPS Second Day	\$33.00	\$38.00	\$41.00	\$43.00	\$48.00	25% of total
Canadian Air	\$28.50	\$30.50	\$35.50	Over \$50.00—add 50% of total		
Foreign Air	\$15.00	\$18.00	Over \$25.00—add 75% of total			

Please allow 2-4 weeks for processing and shipping of your U.S. order and up to 6 weeks for foreign orders. Customs, Duties and Brokerage fees are to be paid solely by the Customer (all Canadian and Foreign Orders). Foreign Orders must submit Customs Brokerage information with order.

\*This service is only available for Continental U.S. Orders.