



# Order Form

Quantity	Product Title/Description	Stock Number	Price	Line Total

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

Name \_\_\_\_\_

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

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

Organization \_\_\_\_\_

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

<b>Subtotal</b>	
Shipping charge (see chart below)	
<b>TOTAL in U.S.D</b>	<b>\$</b>

**Payment Information**  Check

Visa  MasterCard  AmEx  Discover

Name on card \_\_\_\_\_

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ CSV \_\_\_\_\_

Signature \_\_\_\_\_

\*required for order confirmation

e-mail form to: service@cec.sped.org

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

Mail to: CEC, 3100 Clarendon Blvd, Suite 600,  
Arlington, VA 22201

## 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	\$18.00	11% of total
*UPS Ground	\$10.50	\$13.00	\$15.00	\$18.00	\$25.00	15% of total
UPS Next Day	\$50.00	\$55.00	\$75.00	\$85.00	\$90.00	45% of total
UPS Second Day	\$33.00	\$38.00	\$41.00	\$50.00	\$65.00	35% of total
Canadian Air	\$28.50	\$30.50	\$35.50	Over \$50.00—add 50% of total		
Foreign Air	\$28.50	\$30.50	Over \$25.00—add 75% of total			

Please allow 2-7 days for processing and shipping of your U.S. order and up to 2 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.