

BILL TO:	NAME	TITLE		
	ORGANIZATION			
	ADDRESS			
	CITY	STATE	ZIP	
	E-MAIL			
	PHONE	FAX		

SHIP TO:	NAME	TITLE		
	ORGANIZATION			
	ADDRESS			
	CITY	STATE	ZIP	
	E-MAIL (CANNOT SHIP TO PO BOX)			
	PHONE	FAX		

Qty.	Item#	Description	Item Price	Total Price
*Shipping & Handling Costs: 8% for orders under \$500. 5% for orders over \$500. Based on subtotal. Minimum \$10. For express shipping or large/heavy items, call for price.			SUBTOTAL	
State Tax-Exempt Number: _____			*SHIPPING & HANDLING	
			TAX (7.25% NC only)	
			TOTAL	

PAYMENT:	<input type="checkbox"/> Check or Money Order (enclosed)
	<input type="checkbox"/> Purchase Order (enclosed)
	<input type="checkbox"/> Visa
	<input type="checkbox"/> MasterCard
	<input type="checkbox"/> Discover
	NAME ON CARD
	CARD NUMBER
	EXPIRATION DATE SECURITY V-CODE (3 DIGITS)
SIGNATURE	
PURCHASE ORDER NUMBER	

PAYMENT BILLING ADDRESS:	NAME
	ORGANIZATION
	ADDRESS
	CITY
	STATE ZIP
	E-MAIL
	PHONE
	FAX

New Customers: Please include a copy of your tax-exempt certificate, if applicable.

Discounts: We offer discounts on quantity orders. Call our Sales Dept. at 1-800-875-8353 before you place your order.

Pricing & Products: We make every effort to avoid price increases, but due to fluctuations in manufacturing costs, prices are subject to change without notice. This also may effect product availability and supply.

Federal ID #56-1142969

Credits/Refunds: You are entitled to a credit/refund on most items within 30 days of delivery. Items being returned must in original packaging and re-sellable condition. Custom/Special orders or final sale items cannot be returned. **Damaged/Defective Items/Discrepancies:** Please notify us within 10 days of receipt of any discrepancies, items damaged in shipping and/or faulty items. Call 1-800-875-8353 or email us at customerservice@LifeSpanEdu.com. **Return Authorization:** All items must have a Return Authorization Number before being shipped back. You can obtain a RA# by calling our customer service dept. at 1-800-875-8353. Please have your invoice, purchase order number or customer number available. We also suggest you send your return via a trackable method. **Please note:** Customers are responsible for return shipping costs if items are found to be in good working order, were ordered by the customer incorrectly, or if the item is not suitable. All items returned for credit/refund must be shipped to us unmarked and in original packaging. **Warranties:** We honor respective manufacturer's warranties. Questions, please call 1-800-875-8353. ©2008 LifeSpan Education. All rights reserved.