

Otter Creek Institute Order Form

4 EASY STEPS – workshop registrations & product orders

1 order form	2 contact information	3 payment information	4 mail or fax this form to:
Fill out workshop registration and/or product order form(s) below.	Provide primary order/billing and/or shipping contact details.	Provide payment information; attach purchase order if applicable.	P.O. Box 3068 Eau Claire, WI 54702 Fax: 715-831-2429

Step #1: ORDER FORM

Workshop Registration Form

Workshop you will be attending (print additional order form for multiple workshop registrations):

ID#:	Date:	City/State:	Workshop Name:	\$ Tuition:	# Attending* (enter attendee details below)	Subtotal: 3 or more – save \$10 each

***People attending workshop:**

First Name:	Last Name:	Job Title:	Grade Level:	School:	Phone#:	Email:

Product Order Form

Products you wish to order:

Product ID#:	Product Description:	School Name (site-wide licenses only)	\$ Price:	# Qty:	\$Subtotal:

Enter from mailing panel of brochure or catalog:

KEY code _____

SIC code: _____

Enter applicable discount code: _____

Subtotal:	
+ Shipping & Handling (6% total / \$5 minimum) 5-7 business days via FedEx	
+Sales Tax (only shipments to CA, MN, NV, SD, RI, TX, & WI)	
= Product Subtotal	
+ Workshop Subtotal (enter from above)	
= ORDER TOTAL AMOUNT DUE	

Step #2: CONTACT INFORMATION

Order / Billing Contact:

First Name: _____

Last Name: _____

Email: _____

Phone: _____

School Name: _____

Fax: _____

Address: _____

City: _____ State: _____

Zip: _____

Shipping:

Check here if Shipping Address is the same as the Billing Address, or enter alternate ship to below.
*No PO Box deliveries please.

First Name: _____

Last Name: _____

Phone: _____

School Name: _____

Fax: _____

Address: _____

City: _____ State: _____

Zip: _____

Step #3: PAYMENT INFORMATION

AMOUNT DUE: _____ (from order total box)

PAYMENT OPTIONS:

Credit Card

MasterCard VISA American Express Discover

CARD NUMBER: _____ **EXP. DATE:** _____

SIGNATURE: _____

Check (attach and mail, payable to Otter Creek Institute)

Purchase Order (signed copy must accompany order) **PURCHASE ORDER NUMBER:** _____

Step #4: SEND THIS FORM

3 EASY WAYS TO ORDER – workshop registrations & products

1 phone 1-800-931-9193 Monday-Friday, 7 AM - 5:30 PM Central	2 fax this form to: 715-831-2429	3 mail this form to: P.O. Box 3068, Eau Claire, WI 54702
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If you have any questions about the ordering process, visit us online at www.oci-sems.com or email customer service at: customerservice@oci-sems.com