

# 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:

VIP 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, & WI)	
<b>= Product Subtotal</b>	
<b>+ Workshop Subtotal</b> (enter from above)	
<b>= ORDER TOTAL AMOUNT DUE</b>	

## 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

<b>1 phone</b> 1-800-931-9193 Monday-Friday, 7 AM - 5:30 PM Central	<b>2 fax this form to:</b> 715-831-2429	<b>3 mail this form to:</b> 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](http://www.oci-sems.com) or email customer service at: [customerservice@oci-sems.com](mailto:customerservice@oci-sems.com)