|                    | C  | ORDER FORM   |                    |                           |  |  |
|--------------------|--|--|--------------------|---------------------------|--|--|
|                    |  | DATE   | PURCHASE ORDER NO. |                           |  |  |
|                    | ACHERS   | BILL TO:   |                    | PLEASE INCLUDE COPY OF PO |  |  |
|                    |  | ATTENTION TO:  |                    |                           |  |  |
| ∃ \( (             | CHANGE   |  |                    |                           |  |  |
| ORDER              |  |  | FAX #:             |                           |  |  |
| Mail:              | 801 S. Florida Ave. #5   |  |                    |                           |  |  |
| Phone:<br>Fax:     | Lakeland, FL 33801<br>(863) 682-6627<br>(863) 682-4054                   | SHIP TO:(No P.O. Boxes Please) ATTENTION TO: STREET: |                    | In-Store<br>Pickup        |  |  |
| Email:<br>Website: | info@teachers-exchange.com<br>www.teachers-exchange.com                  | CITY • STATE • ZIP:                                  |                    |                           |  |  |
| MonFri.:           | STORE HOURS:<br>9:00am-6:00pm • Sat.: 10:00am-4:00pm<br>Closed on Sunday | ORDER NEEDED (Date):  AUTHORIZED BY: Bus             | (Signature and I   | Position)                 |  |  |
|                    | ORDERING   | AND SHIPPING POLICY                                  |                    |                           |  |  |

## TEACHERS' EXCHANGE OFFERS FREE DELIVERY TO:

- All public school boards sending authorized purchase orders for orders over \$50.00.
- Churches, church schools, colleges, preschools, day cares and businesses with an active Teachers' Exchange account for orders over \$50.00.
- All non-account customers for orders over \$100.00 (Excluding furniture and large items).

**Minimum shipping and handling charge is \$8.50** for all non-account customers. Orders must be accompanied by full payment, including Florida State Sales Tax of 7% and 15% of total charge for shipping and handling. All furniture and large item orders are subject to a 15% handling charge or actual shipping charges, whichever is greater.

| PRODUCT ITEM NO.                       | CATALOG PRODUCT PG. NO. (Tith               | NAME/DESCRIPTION<br>le, Color, Size)                          | QTY.                          | UNIT COST   | EXTENDED COST (Quantity X Unit) |
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| PAY                                    | MENT METHOD                                 | FOR OUT-OF-STOCK ITEMS, PLEASE:                               | TOTAL THIS SIDE:              | -           |                                 |
| → PURCHASE ORDER → CHECK OR MC         | ONEY ORDER \$ Amount Check or Money Ord     | □ Substitute comparable item.  der# □ Backorder and send when | TOTAL OTHER SIDE:             |             |                                 |
| CREDIT CARD: 🗆 MASTERCARD 🗀 VISA       | AMERICAN EXPRESS DISCOVER                   | available.  | TOTAL ORDER:                  |             |                                 |
| NAME ON CARD<br>Please print clearly): |   |   | SALES TAX:<br>(if Applicable) |             |                                 |
| rieuse prini cieurry).                 |   | CVC Number (3 digits on buck of card)                         | SHIPPING CHARGES:             |             |                                 |
| CARD NO.                               |   |   | (See Shipping Charges)        |             |                                 |
|  |   |   | TOTAL DUE:                    | OH FOR VOUR | ORDERI                          |
| Expiration Date                        | Authorized Signature (required for purchase | orders or credit charge)                                      | IHANK                         | OU FOR YOUR | ORDER!                          |

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