If you are paying by purchase order or with a check, please print out and complete this form, and mail or fax it to us. Our contact information is below. Thank you!

# ORDER FORM

**Microtraining Associates, Inc. • 141 Walnut Street, Hanover, MA 02339 • Tel./Fax: 888-505-5576 / 339-469-1816**
**Email: info@emicrotraining.com • Website: www.emicrotraining.com • Satisfaction with Materials Guaranteed**

Name: _____ Phone: _____

Address: _____ Email: _____

_____

_____

City: _____ State: _____

Zip: _____

Mail, fax, email or phone-in your order.
FEDERAL TAX ID 04-2532220

Credit Card: ☐ Visa ☐ Master Card ☐ American Express Purchase Order # _____

Name on Credit Card: _____ Card #: _____ Exp. Date: _____

| Item # | Qty | Title | Unit Price | Amount |
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**Add 5% Shipping and Handling Ground UPS (minimum $5., maximum $40.)**

- Extra charges for special shipping, Canada, International.
- Orders not accompanied by institutional purchase order must be prepaid.
- International orders, with the exception of Canada, must be prepaid by check, bank draft, or credit card in US dollars.

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|---|---|
| Sub Total: | |
| (if applicable) Sales Tax: | |
| S&H: | |
| Total: | |

Signature: _____ Date: _____