

SHIP TO		BILL TO	
SCHOOL:		SCHOOL:	
NAME:		NAME:	
TITLE:		TITLE:	
STREET ADDRESS*:		ADDRESS:	
CITY:	COUNTY:	CITY:	COUNTY:
STATE:	ZIP:	STATE:	ZIP:
COUNTRY:		COUNTRY:	
TELEPHONE:	FAX:	TELEPHONE:	FAX:
E-MAIL:		E-MAIL:	

*Please provide street address as shipments cannot be made to a PO Box.

BILLING INSTRUCTIONS	SHIPPING INSTRUCTIONS
PURCHASE ORDER #:	SPECIAL SHIPPING INSTRUCTIONS:
CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	
CREDIT CARD #:	
EXPIRATION DATE:	

PRODUCT #	PRODUCT DESCRIPTION	QUANTITY	PRICE	TOTAL

International Customers -
Phone: 585-742-0160
Fax: 585-742-2158

TOTAL COST OF MERCHANDISE
SHIPPING & HANDLING CHARGES**

** Please include the following shipping, handling & insurance charges –

SALES TAX***

	Software Products	All Other Products
Contiguous U.S.	5%	15%
Outside Contiguous U.S.	10%	20%

TOTAL

Minimum Charge per Order - **\$10.00**

*** NY residents ONLY add applicable sales tax on total merchandise & shipping charges. Schools are exempt.