

# Order Form



**Four ways to order:**

**1. Mail to:**

CORD Communications  
Attn: Educational Sales  
P.O. Box 21689  
Waco, TX 76702-1689

**2. Fax to:**

254.776.3906

**3. Call:**

254.741.8371

**4. Order online:**

www.cordcommunications.com

**Bill to:**

Dr./Mr./Ms. \_\_\_\_\_

Position \_\_\_\_\_

School/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Ship to:**

Dr./Mr./Ms. \_\_\_\_\_

Position \_\_\_\_\_

School/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Quantity	Title	Product #	Unit Cost	Amount

**Method of Payment:**

- Check enclosed (Payable to CORD Communications)
- Purchase order no. \_\_\_\_\_ (copy must be enclosed)
- Visa     MasterCard     Discover     AMEX

Acct. No. \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**Order Total**

Allow 12% for  
Shipping/Handling  
(with a \$7 minimum) \_\_\_\_\_

**Subtotal**

Applicable tax will be added  
for CA, HI, IN, MD and TX. \_\_\_\_\_

**Total Amount** \_\_\_\_\_

Orders will be processed upon receipt of an approved purchase order, check, or credit card number by mail or fax. Fax order will be considered the original. Do not mail a confirming order; customers will be responsible for duplicate shipments. Telephone orders will not be accepted unless a credit card is used in the transaction.