teachingresourcecenter

ORDER FORM

FREE Shipping
on any order
$100.00 or more!

Mail	**Teaching Resource Center** **P.O. Box 443** **West Linn, Oregon 97068**
Phone	**1-800-833-3389** 8:00 am-3:00 pm PST. Monday-Friday
Fax	**1-866-850-4456**
Internet	**24 hours, everyday! www.trcabc.com**

Person Initiating Order

Very Important: To help us serve you better please write the name, title, address, and phone number of the person who initiated this order. If you are not using this order form, please attach this information to your purchase order.

Title/Grade Level _____

Name _____

School _____

Address _____

City _____ State _____ Zip _____

Phone # _____

Email Address: _____

☐ Check this box if you do NOT wish to be on our mailing list.

Method of Payment

All orders from individuals must include check or credit card information.

Please Check appropriate box:

Check # _____ **Amount:** _____

☐ **MasterCard** ☐ **Visa**

Card Number:

Expiration Date Mo. ☐☐ **Yr.** ☐☐

3 digit security code: _____

Signature: _____

Authorization for office use only: _____

Purchase Order No.: _____
Must attach an official school purchase order form.

Authorized signature: _____

Shipping Address (School address, if possible. No P.O. Box please)

Name _____ Phone # _____

School _____

Address _____

City _____ State _____ Zip _____

Qty.	Item No.	Description	Item Price	Total

Thank you for your order!

Subtotal (this side)	
Subtotal (back side)	
Merchandise Total	
shipping Orders under $100.00	
(U.S. Currency only) **Grand Total**	

Hawaii, Alaska, Puetro Rico, APO, FPO: 20% charge ($10.00 minimum)
Orders from foreign countries: contact us for shipping charges

For more ordering, shipping, return, and payment information, please see other side of this form, or visit our website: www.trcabc.com

Qty.	Item #	Description	Item Price	TOTAL

Subtotal (this side)
Please enter this amount on the other side

Shipping & Delivery

Please allow 14 business days for your order to ship and 7-10 business days for delivery. Contact customer service about expediting delivery and we will try to accommodate special requests when possible.

Listed shipping rates apply only to orders shipped within the continental United States. All orders will be shipped via the most efficient carrier and type of service selected. Shipping and handling times are approximate and not guaranteed. Rates are subject to change. Post Office Box addresses are accepted. AK, HI, PR, APO/FPO and U.S. territories will ship U.S. Mail. Allow 3-4 weeks for standard shipping to these locations.

If you have further questions about our shipping rates and terms please contact Customer Service.

Privacy & Security

Teaching Resource Center maintains a safe online shopping experience; we accept Visa and Mastercard orders through Authorize.net. Please refer to our Terms & Conditions/Privacy Policy for more information.

Returns & Replacements

We guarantee our products unconditionally. Request for returns should be directed to Customer Service within 30 days of receipt. In order to receive a refund, all returns must be authorized by Customer Service in advance and must be received within 90 days of the purchase date. Refunds will not include shipping and handling fees. You should expect to receive your refund within 4-8 weeks of giving your package to the return shipper. If you request a credit to your credit card, please allow 1-2 billing cycles for the credit to appear on your statement.

Please enclose a copy of your packing slip with a note indicating if you would like an exchange or refund. All returns must be marked with a return authorization number. Please contact Customer Service for your return authorization number and instructions on how to return your order.

All special offer sales are final. No refunds or exchanges will be issued for product in this category.

Return your package to:

Webgistix Attn: Returns
c/o Teaching Resource Center
880 Wigwam Pkwy Ste 120
Henderson, NV 89014

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on any order $100.00 or more!

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