

# Order Form

<b>FOUR EASY WAYS TO ORDER</b>	<b>Phone Toll-Free</b> 800.999.4660 Monday - Friday, 8-5 CST	<b>FAX 24 HOURS</b> 847.740.7326	<b>Mail at your convenience</b> Don Johnston Incorporated 26799 W. Commerce Dr. Volo, IL 60073	<b>ORDER ONLINE!</b> donjohnston.com
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QUANTITY	ITEM CODE	PRODUCT	PAGE NUMBER	UNIT PRICE	TOTAL

SHIPPING AND HANDLING CHARGES	Destination	Shipping/Handling	Minimum Charge	SUBTOTAL	
	Continental United States	Add 8% to product total	\$ 6.00	<b>APPLICABLE SALES TAX*</b> <small>Please include a copy of your tax exempt certificate</small>	
	Alaska, Hawaii, APO & FPO	Add 6% + \$ 25	\$ 30.00	<b>SHIPPING &amp; HANDLING</b> <small>Minimum charge for Continental US is \$ 6.00**</small>	
				<b>TOTAL</b>	

Call for shipping charges on rush, International or licensing purchases 800.999.4660.

## All information must be provided to process your order.

### BILLING INFORMATION

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

### SHIPPING INFORMATION

SAME AS ABOVE

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Email  Notify me by email when my order has shipped

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Terms and Conditions**—Prices effective July 19, 2017, and subject to change without notice. Handling & Shipping (FOB Illinois) and insurance charges paid by the customer. Canada and Foreign—US funds only. Orders to countries outside the United States are billed pro forma, requiring prepayment. Shipping, handling, customs fees and taxes are responsibility of customer.

**Return/Exchange Policy**—Don Johnston Universal Web-based services including Start-to-Finish Online (please refer to [Terms of Services](#) found on our website. All Don Johnston shippable product may be returned within 30 days for exchange, credit or refund if all contents are unmarked, like-new condition and in the original packaging. We **do not** accept returns of products not manufactured by Don Johnston after 30 days. (For example: Ablenet and Edmark products.) Customer is responsible for the return shipment and associated costs. Customer maintains ownership of product returned until received at our warehouse.

**\*Sales Tax**—Sales tax to be paid by customer including all applicable state and district taxes without a resale or state tax exempt certificate on file with Don Johnston Incorporated. CA ONLY: \$ 6.00 CA E-Waste fee is charged per NEO purchased. Shipping and handling subject to sales tax for these states: FL, GA, IN, MA, MD, MN, NC, NJ, OH, PA, SD, TX, VA, WA. Sales tax applies for AZ, CA, IL. Additional states may be subject to sales tax.

## Software License Orders

### SOFTWARE LICENSE KEY CONTACT INFORMATION

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Email  Notify me by email when my order has shipped

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**We will contact this person with updates and other information about the license**

**Call for pricing and shipping 800.999.4660**

Fill out this form completely, including Key Contact information to ensure proper processing of your order.

### METHOD OF PAYMENT (Check one)

- Purchase Order (Schools and Organizations)
- Check or Money Order
- VISA     Mastercard     AMEX

Purchase Order # \_\_\_\_\_

Tax Exempt # \_\_\_\_\_

Credit Card # \_\_\_\_\_

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

Print Name of Cardholder \_\_\_\_\_

Signature \_\_\_\_\_

**Please Note:** If you use a purchasing network, procurement service or any other service company that charges a fee to the supplier, your prices may reflect the fee charged.