

Order Form

FOUR EASY WAYS TO ORDER	Phone Toll-Free 800.999.4660 Monday - Friday, 8-5 CST	FAX 24 HOURS 847.740.7326	Mail at your convenience Don Johnston Incorporated 26799 W. Commerce Dr. Volo, IL 60073	ORDER ONLINE! 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 APPLICABLE SALES TAX* <small>Please include a copy of your tax exempt certificate</small> SHIPPING & HANDLING <small>Minimum charge for Continental US is \$ 6.00**</small> TOTAL
	Continental United States	Add 8% to product total	\$ 6.00	
	Alaska, Hawaii, APO & FPO	Add 8% + \$ 25	\$ 30.00	

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.