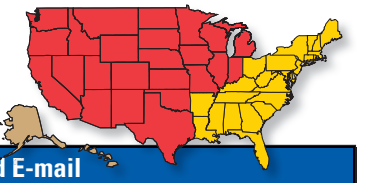
School Specialty®

Order Form

Please do not use highlighters.
Photocopy as needed.



4 Easy Ways to Order

Mail and E-mail

www.schoolspecialty.com
Register, place and track your order 24/7.

Fax 1-888-388-6344

International
1-419-589-1600

Phone 1-888-388-3224
Monday-Friday, 7:30am-5pm Central Standard Time

International orders:
Phone 1-419-589-1425
Monday-Friday, 7am-4pm Central Standard Time

RED STATES
School Specialty
PO Box 1579
Appleton, WI
54912-1579
orders@schoolspecialty.com

YELLOW STATES
School Specialty
PO Box 8105
Mansfield, OH
44901-8105
orders@schoolspecialty.com

ALASKA, HAWAII & INTERNATIONAL
School Specialty
PO Box 8105
Mansfield, OH
44901-8105
internationalorders@schoolspecialty.com

Delivery Options – Choose One

❑ **Standard Delivery**
Most in-stock orders ship within 24 hours and are delivered to you within 1-3 business days. Please allow an additional 1-3 days during the summer.

❑ **Future Date Delivery**
Please tell us when you would like us to ship your order.

If items are not available:
❑ **Backorders accepted**
❑ **Cancel, don't backorder**

Special Instructions/Comments:

Bill To:

ACCOUNT # | PHONE #
CONTACT NAME
SCHOOL NAME
STREET
CITY | STATE | ZIP
FAX | E-MAIL

Ship To: If different than "Bill To"

CONTACT PHONE #
CONTACT NAME
SCHOOL/DISTRICT HQ
STREET
CITY | STATE | ZIP
FAX | E-MAIL

Method of Payment

❑ **Purchase Order** _____

Do not send credit or purchasing card information via E-mail.

❑ **New Account – Enclose check or credit:** ❑ **Check enclosed #** _____ **$** _____

❑ **American Express** ❑ **Visa** ❑ **MasterCard** ❑ **Discover** ❑ **Procurement Card**

Name on card _____ **Gift Certificate Serial #** _____

Card # ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ **Expiration Date (MM/YY)** ☐☐/☐☐

Quantity Ordered	Unit of Measure	Item Number (USE THE COMPLETE CATALOG NUMBER)	Description	Color (IF APPLICABLE)	Size (IF APPLICABLE)	Catalog Page	Unit Price	Total Price
1	EA	6-000000-050	Sample Description	Red	Medium	123	$ 0.00	$ 0.00

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