



# Manual & Materials Order Form



**One form per course number.** ATCN course approval is required prior to shipping materials. **Please allow up to 4 weeks for processing and shipping.** Incomplete forms will NOT be processed. Be sure to include all required information.

Course Date		Course Location	
Course Number			

Course Director			
E-mail		Phone	
On-site Contact (if other than Course Director)			
E-mail		Phone	
Manual Language (if not English)			

### Manual & Materials Details

Quantity	Description	Unit Price	Total
	ATCN Faculty Manuals	\$55.00	\$
	ATCN Student Manuals	\$45.00	\$
	ATLS Manuals	\$80.00	\$
	Handling Fee (required for purchase of ATLS manuals)	\$16.00	\$16.00
	Shipping (see table below) (International TBD) Next <input type="checkbox"/> Day Air <input type="checkbox"/> Two Day <input type="checkbox"/> Ground	\$	\$
	ATCN Pins (20 ct.)	\$30.00	\$
	Tabletop Cards (set of 14)	\$40.00	\$
<b>ORDER TOTAL</b>			<b>\$</b>

### Shipping & Handling Fees

ATCN Regions	I - V	VI - X
<i>Per 16 copies</i>		
<b>Overnight</b>	\$110.00	\$120.00
<b>2nd Day</b>	\$65.00	\$85.00
<b>Ground</b>	\$25.00	\$40.00

*International shipping will be invoiced separately or charged to your credit card at time of shipment.*

### Shipping Address

### Billing Address

Shipping and Billing Address are the same

Company or Name		Company or Name	
Contact		Contact	
Address 1		Address 1	
Address 2		Address 2	
Address 3		Address 3	
City		City	
State	Zip	State	Zip
Phone		Phone	
Email		Email	

### Payment Details

*Payment by credit card, check or purchase order is required. Orders without payment information will NOT be processed.*

<b>Credit Card</b>	Check one	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/>
CC Number		
Expiration Date	Zip code of Billing Address	
Name on Card		
<b>Purchase Order Number</b>	<b>Check Enclosed/Number</b>	

<b>For Internal Use</b>		
Date Sent to Fulfillment	Tracking Number(s)	