



Faculty Manual Order Form



This form is to be used when ordering 2013 Faculty Manuals not associated with an approved course.

Please allow up to 2 weeks for processing and shipping.

Incomplete forms will NOT be processed. Be sure to include all required information.

Institutions may purchase the 2013 manual edition on behalf of their instructors. ATCN recommends faculty contact course directors prior to placing an order for the manual to determine if a copy has been ordered.

If not, faculty may place an individual order using the Faculty Manual Order Form.

Please complete the corresponding information that applies to your ATCN status (i.e. director or faculty).

Course Director			
E-mail		Phone	

Faculty			
E-mail		Phone	

Manual & Materials Details

Quantity	Description	Unit Price	Total
	Faculty Manuals	\$50.00	\$
	Shipping (1 manual via Ground)	\$5.00	\$
	Shipping (more than 1 manual - see table below) (International TBD)	\$	\$
	<input type="checkbox"/> Next Day Air <input type="checkbox"/> Two Day <input type="checkbox"/> Ground		
		ORDER TOTAL	\$

Shipping & Handling Charges

ATCN Regions	I - V	VI - X
Overnight	\$110.00	\$120.00
2 nd Day	\$65.00	\$85.00
Ground	\$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.

Credit Card	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		
Purchase Order Number	Check Enclosed/Number	

For Internal Use			
Date Sent to Fulfillment		Tracking Number(s)	