



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	\$
ORDER TOTAL			\$

Shipping & Handling Fees

ATCN Regions	I - V	VI - X
<i>Per 16 copies</i>		
Overnight	\$110.00	\$120.00
2nd 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	State
Zip	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 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)	

