



## ATCN Manual & Material Order Form Information Document

### Course Information

- The order form should be submitted after the course has been approved, and before the course has started in CMS.
- Please be sure to complete this section in its entirety (including course number, course date and location).
- Only one form will be accepted per course number. Bulk orders/orders for multiple courses will not be accepted or fulfilled.

### Manual & Materials Order Details

- The ATCN Student Course Fee and ATCN Update Course Fee is to be assessed to each participant registered for the course (maximum of 16 students).
  - Please select the appropriate fee that corresponds to the course type (i.e. traditional, hybrid, or update).
- The maximum number of students per course is 16. Therefore, the order form should not reflect a quantity exceeding 16 student/update course fees.
- Remember to calculate the shipping total and add to the corresponding placeholder in this section.

### Shipping & Handling Fees

- Items are shipped via FedEx Ground service and will be processed typically within 1 week from the order being placed.
- Orders requested to be shipped via 2-day or overnight service will need to be issued a quote. Please contact Parker Allen ([pallen@traumanurses.org](mailto:pallen@traumanurses.org)) should you need assistance.
- Shipping is calculated based on every 16 manuals ordered. For example, if the received order is for 16 Student Course Fees and 9 Faculty course manuals, an additional fee (based on region) will be added to the shipping total. In this example, the number of books is 25, so the fee would be \$70 for regions 1-5 and \$100 for regions 6-10.
- For all international shipment requests, please contact Parker Allen (email above) at headquarters to request a shipping quote to your destination.
- If the billing address differs from the shipping address for the order, please indicate in the appropriate fields on the order form.

### Payment Details

- If you require an invoice to remit payment, please contact Parker Allen (email above) at headquarters. Please provide the completed form when submitting this request.
- All check payments should be made payable to STN or ATCN, and remitted to the address listed on the bottom of the order form.

# ATCN Manual and Materials Order Form

**One form per course number.** Materials may **NOT** be ordered in bulk for multiple courses. Please allow up to 1-2 weeks for processing and shipping. Incomplete forms will **NOT** be processed. Be sure to include all required information.

## Course Information

Course Date		Course Number	
Course Location			
Course Director			
Email		Phone	
On-site Contact (if other than Course Director)			
Email		Phone	

## Manual & Materials Order Details

Quantity	Description	Unit Price	Total
	**ATCN Course Fee - Student Hybrid	\$175.00	\$
	ATCN Course Fee - Student Traditional	\$125.00	\$
	ATCN Course Fee - Student Update	\$125.00	\$
	ATCN Faculty Manual	\$55.00	\$
	ATCN Student Lapel Pins (20 count)	\$30.00	\$
	ATCN Faculty Lapel Pins (20 count)	\$30.00	\$
	ATCN Tabletop Cards (set of 14)	\$40.00	\$
	Shipping Fees - (see shipping table below)		\$
		<b>ORDER TOTAL</b>	<b>\$</b>

\*\*Fee includes ATCN & ATLS Manual

## Shipping & Handling Fees

ATCN Region (per 16 copies)	I - V	VI - X
Ground - Hybrid	\$55.00	\$85.00
Ground - Traditional & Update	\$45.00	\$75.00
2nd Day & Overnight Options	<b>*Please contact headquarters for quote*</b>	

\*\*International Orders: please contact Parker Allen at STN headquarters for shipping quote\*\*

### Shipping Address

### Billing Address

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

## Payment Details

Credit Card Number			
Expiration Date	CVV	Billing Zip	
Name on Card			

Please contact Parker Allen at [pallen@traumanurses.org](mailto:pallen@traumanurses.org) at STN headquarters to request an invoice for payment.  
Please remit all check payments to address listed below - Payable to **STN** or **ATCN**