



Printable Order Form

Order Online at www.ppi2pass.com

1 Handling charges: \$4.50 for all orders. \$15.00 for all orders shipping outside the U.S. (50 states)

2 Sales Tax: California residents add 7.25% to their orders. San Mateo County residents add 8.25%. Michigan residents must add 6.00%.

3 Shipping: Use the order subtotal to compute your shipping charge based on the rates in the Shipping Table. You can select either Standard or 3-Day (orders under \$5000). Shipping rates are based on the pre-discounted order value.

If you have any questions, please email our Customer Service Dept. at info@ppi2pass.com.

Shipping Outside the US (50 states):

Add \$15 handling fee to orders going to Puerto Rico and other U.S. Territories.

Orders to Canada will be shipped at the Standard Delivery rate, and will arrive within 10 days. Add a \$15 handling fee to these orders.

For other international orders, please email info@ppi2pass.com for a price quote.

Shipping Table

50 United States

Shipping rates are based on the pre-discounted order value.

Table with 3 columns: For Orders Totaling, Standard, 3-Day. Lists shipping rates for various order value ranges.

Main order table with columns: Qty, Code, Title, Unit Price, Total Price. Includes subtotal, add handling, add sales tax, add shipping, and grand total rows.

Promo code discounts must be processed online.

Method of Payment (in US Funds)

- Check or money order payable to Professional Publications
VISA
MasterCard
Discover
American Express

Card No. _____

Exp. Date _____ CSC Card Security Code _____

Cardholder Name _____

Signature _____

Signature required for credit card orders

Billing Address:

When using a credit card, use the address where you receive your credit card statements.

Name _____

Company Name (if applicable) _____

Address _____ Suite/Apt. No. _____

City _____ State _____ Zip _____

Country _____

Address given is: Residential Business

Daytime Phone Number () _____

Email Address _____

Shipping Address:

Same as Billing Address

To ensure UPS delivery, provide a street address (no P.O. boxes)

Name _____

Company Name (if applicable) _____

Address _____ Suite/Apt. No. _____

City _____ State _____ Zip _____

Country _____

Address given is: Residential Business

Daytime Phone Number () _____

Email Address _____

Order on the Web

www.ppi2pass.com

You can order easily and securely through our Online Catalog at www.ppi2pass.com.

Order by Phone

1-800-426-1178

We welcome credit card orders by phone. When placing your call, please have your catalog and credit card handy. Promo Code discounts must be processed online.

- During the business hours of 8:00 AM to 4:30 PM Pacific Time, Monday through Friday, you may call 800-426-1178 or 650-593-9119 to place your order with our Customer Care Department.

Order by Fax

1-650-592-4519

Fax a copy of your completed order form, including credit card information, to 650-592-4519. See "Order by Mail" instructions below for the information to include on your form. Please include a daytime phone number in case we have questions.

Order by Mail

- Please complete the order form, providing all requested information.
- Please include your company name if you want your order shipped to a business address.
- For credit card orders, include the cardholder's name, card number and expiration date, security code, and your signature.

Payment information

- Prepayment by check or credit card is required. Please add shipping and handling charges to the price of your merchandise to determine your total payment. Omitting these charges will delay your order.
- Purchase orders must be accompanied by a check or credit card number.
- Make your check payable to Professional Publications, Inc.
- We cannot accept COD orders.

Shipping

- To ensure timely delivery, please provide a business address, if possible. Delivery carriers often will not deliver to residences when no one is home. 3-Day Delivery is available for orders under \$5000. All orders are shipped from our distribution center in Michigan. Shipping rates are based on the pre-discounted order value. For complete details on shipping charges, please refer to the order form.
- We cannot deliver to PO or APO boxes.

Sales Tax

California residents add 7.25% to their orders. San Mateo County residents add 8.25%. Michigan residents add 6.00%.

Your Satisfaction Guaranteed

- Every item in our catalog is fully guaranteed. If you are dissatisfied with your purchase for any reason, you may return the product(s) in resalable condition within 30 days of the shipping date for a refund. Volume discount purchases are not refundable.
- **A return authorization code is required.** Products returned to our warehouse without a return authorization code will be charged a 50% restocking fee. Email info@ppi2pass.com to request a return authorization number. Software is not returnable unless defective, in which case it will be replaced. Shipping and handling are not refundable. The packing list that accompanies your order contains complete return information.

Prices

Prices and terms are subject to change without notice. These prices supersede those in all previous catalogs. Check our website for current pricing and product availability.

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