



**www.toucaned.com**

**How to Complete this Form**

1. Complete the "Bill To" section at right.
2. Note your payment method including credit card #, expiration date, CID #, and signature.
3. Complete "Ship To" section if different from the "Bill To" information.
4. List each product title, quantity, and price. (Refer to the Product Price List.)
5. Add the "Shipping & Handling (see the box below) and calculate the subtotal. For residential orders add \$2.00. For international shipments contact [info@toucaned.com](mailto:info@toucaned.com).
6. Add CA sales tax if the "Bill To" address is within the state of California.
7. Calculate the TOTAL.

# ToucanEd Order Form

1280 17<sup>th</sup> Avenue, Suite 102  
 Santa Cruz, CA 95062  
 (888) 386-8226  
 fax (831) 462-1129

**INTERNAL USE ONLY**  
 Order taken: date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 by \_\_\_\_\_ SO/INV# \_\_\_\_\_

**BILL TO:**

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Address:  *Check here if this is a Residence\**  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 County (if CA) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Fax (\_\_\_\_) \_\_\_\_\_  *Check here to receive updates by e-mail*

**PAYMENT METHOD:**

Check  Purchase Order # \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 CID # \_\_\_\_\_ Signature \_\_\_\_\_

**SHIP TO** *(complete if different from BILL TO address):*

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address:  *Check here if this is a Residence\**  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

TITLE	QTY	PRICE	AMOUNT
		x	
		x	
		x	
		x	
		x	
		x	
		x	
		x	
		x	
		x	

**SHIPPING & HANDLING**  
 In the contiguous U.S.

Up to \$49.99 ..... 9.00  
 \$50.00 to \$99.99 ..... 10.00  
 \$100.00 to \$499.99 ..... 11%  
 \$500.00 to \$999.99 ..... 10%  
 Over \$1,000 ..... 9%  
**All Shipments to HI + AK..... 18%**  
 \*Residential Surcharge ..... \$2.00

Product Total  
 Shipping & Handling  
 Residential Surcharge\* (if applicable)  
 Subtotal  
 CA residents add applicable Sales Tax  
**TOTAL**