



**www.toucaned.com**

**How to Complete this Form**

1. Complete the "Bill To" section at right.
2. Enter your payment method including credit card #, expiration date, CID #, and signature.
3. Complete the "Ship To" section, if different from the "Bill To" information.
4. List each product title, quantity, and price.
5. To calculate the "Shipping & Handling" visit [www.toucaned.shop](http://www.toucaned.shop) or call us at (888) 386-8226. This field may be left blank. For residential orders add \$4.00.
6. Add CA sales tax if the "Bill To" address is within the state of California.
7. Calculate the TOTAL.
8. E-mail your completed form to [info@toucaned.com](mailto:info@toucaned.com)

# ToucanEd Order Form

1336 Brommer St., Suite A8  
 Santa Cruz, CA 95062  
 (888) 386-8226

**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 # \_\_\_\_\_ Name on Card \_\_\_\_\_

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

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address  *Check here if this is a residence\* (UPS does not ship to PO boxes)*  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

**How did you hear about this resource?**  Mailing  Web search  
 E-mail  Conference \_\_\_\_\_  Other \_\_\_\_\_

TITLE	QTY	PRICE	AMOUNT
		x	
		x	
		x	
		x	
		x	
		x	
		x	

**SHIPPING & HANDLING**  
**Minimum shipping of \$10.00**

Shipping price is calculated by weight and location. You can determine your shipping cost at [www.toucaned.com](http://www.toucaned.com), or leave the Shipping & Handling field blank and we will calculate it for you.

Check below if you would like us to contact you with the final amount before charging your credit card.

Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

	Product Total
	Shipping & Handling
	*Residential Surcharge \$4.00 (if applicable)
	Subtotal
	CA residents add applicable Sales Tax
	<b>TOTAL</b>