



Order Form

1	Please check one	Purchase order <input type="checkbox"/>	Check <input type="checkbox"/>	Money Order <input type="checkbox"/>
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Purchase Order Note: Use drop down box to locate order information and write directly on purchase order form or use this form.

2	Date	
3	Purchase order, check or Money order number	
4	Billing Address	
	School/District/Individual	
	Attention of:	
	Street Address	
	City	
	State	
	Zip Code	
5	Tax Exempt	
	Check if tax exempt (<i>Fax tax exempt form to: 816-741-4607</i>)	
	Check if tax exempt form is on file with PTR	

6	Contact Information	
	Name	
	Phone or e-mail	
7	Shipping Address	<i>Check here if same as billing address</i>
	School/District/Individual	
	Attention of:	
	Street Address	
	City	
	State	
	Zip Code	
8	Fax or Mail Order Form Fax: 816-741-4607	<i>Pathways to Reading, Inc. 1820 NE Parks Summit Blvd. Lee's Summit, MO 64064</i>

Item #	Item Description	Item Price	Quantity	Total Cost

Merchandise Total	
Shipping/Handling \$55 or less= \$4.95 >\$55 = 10% of total >\$2500=8% of total	
Sales Tax for MO residents: 7.2 % unless tax exempt	
Total	