Order Form

Pathways to Reading Inc.

1	Please check one	Purchase order		Check		Money Order	

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 (*Fax tax exempt form to: 816-741-4607)*	
	Check if tax exempt form is on file with PTR	

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

Item #	Item Description	Item Price	Quantity	Total Cost

Merchandise Total	
Shipping/Handling $55 or less= $7. 50 >$55 = 15% of total >$2500=12% of total	
Sales Tax for MO residents: 7.2 % unless tax exempt	
Total	

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