

# iHRSource-FAX ORDER FORM to (208)330-0720

7734 Silver Sage Court, Suite #100 Springfield, VA 22153

## STEP 1-Billing and Shipping Information

Date: \_\_\_\_\_

BILL TO:	
Firm Name	
Address	
Address	
City/State/Zip	
Name (Print)	
Title	
Telephone	( ) -
Fax	( ) -
Email	

SHIP TO (If different from bill to):	
Firm Name	
Address	
Address	
City/State/Zip	
Name (Print)	
Title	
Telephone	( ) -
Fax	( ) -
Email	

## STEP 2-Items to be Purchased

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE										
<table border="1"> <tr> <td colspan="2"><b>*Shipping Cost for Posters &amp; Videos**:</b></td> </tr> <tr> <td>1 to 3...\$ 7.99</td> <td>19 to 24...\$18.95</td> </tr> <tr> <td>4 to 7...\$ 9.95</td> <td>25 to 30...\$21.95</td> </tr> <tr> <td>8 to 13...\$12.95</td> <td>30 to 35...\$24.95</td> </tr> <tr> <td>14 to 18...\$15.95</td> <td>Over 35...\$27.95</td> </tr> </table>			<b>*Shipping Cost for Posters &amp; Videos**:</b>		1 to 3...\$ 7.99	19 to 24...\$18.95	4 to 7...\$ 9.95	25 to 30...\$21.95	8 to 13...\$12.95	30 to 35...\$24.95	14 to 18...\$15.95	Over 35...\$27.95	<b>SUBTOTAL</b>	
<b>*Shipping Cost for Posters &amp; Videos**:</b>														
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8 to 13...\$12.95	30 to 35...\$24.95													
14 to 18...\$15.95	Over 35...\$27.95													
			Virginia customers add 5 % sales tax											
			<b>SHIPPING*</b>											
			<b>TOTAL</b>											

\*Shipping and Handling for Non-Poster Items--\$5.95 for the first item and \$1.50 for each additional item.

\*\* NOTE: Videos for new customers will be shipped upon receipt of payment by cash or check, or immediately if paid by credit card.

## STEP 3-Payment Information

METHOD OF PAYMENT		
<input type="checkbox"/> Check enclosed	Enter P.O. Number:	Authorized Signature:
<input type="checkbox"/> Bill Company		
<input type="checkbox"/> Charge to my credit card	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Expiration Date (Ex. 10/06):
Name on Card (Print):		Signature:

Credit Card Number

Enter 3 or 4 Digit Security Code (Usually on Signature Panel on Back of Card)																				