

IF ORDERING BY MAIL OR FAX, PLEASE PRINT THIS PAGE AND MAIL OR FAX TO:

Program Development Associates  
ATTN: ORDER DEPARTMENT  
32 Court St., 21st Floor  
Brooklyn, NY 11201  
Call 800-876-1710 or Fax 718-488-8642

OR SEND ELECTRONICALLY TO: [info@disabilitytraining.com](mailto:info@disabilitytraining.com)

**SHIP TO** (Sorry, we cannot ship to P.O. Boxes):

CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_ (Include email address for FREE Disability Internet Newsletter)

**BILL TO:**

CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

**PAYMENT POLICY**

*Payment must accompany all mail-in orders unless covered by an organizational purchase order with Payment Due Net 30 Days. Prices subject to change without notice. All orders must be paid in U.S. Dollars!*

**METHOD OF PAYMENT:**

PURCHASE ORDER NUMBER \_\_\_\_\_

\_\_\_\_ I'VE ENCLOSED CHECK # \_\_\_\_\_ (Payable to Program Development Associates)

\_\_\_\_ CREDIT CARD (Charge my order, plus shipping and handling, to my credit card)

\_\_\_\_ MasterCard      \_\_\_\_ VISA

EXP. DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ CARDHOLDER NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### ORDER CHART

To calculate correct shipping charges when ordering specials or series, each item must be counted individually.

| QUANTITY | RESOURCE # | TITLE | PRICE |
|----------|------------|-------|-------|
|          |            |       |       |
|          |            |       |       |
|          |            |       |       |
|          |            |       |       |
|          |            |       |       |
|          |            |       |       |
|          |            |       |       |

Subtotal \_\_\_\_\_

NY & IL state residents: Add sales tax or tax exempt certificate \_\_\_\_\_

Shipping and handling\*: \$10.00 first item, \$7.00 each add'l item \_\_\_\_\_

**TOTAL** \_\_\_\_\_

\* S/H fees for 48 contiguous states only. AK, HI and Canadian orders include an additional \$15.00. All other orders, please inquire.

**ALL ORDERS MUST BE ACCOMPANIED BY PAYMENT OR OFFICIAL AGENCY PAYMENT AUTHORIZATION**

**30-DAY MONEY BACK GUARANTEE!** If you're not satisfied with a video, CD-ROM, or book purchase, return it for an exchange or full refund, excluding shipping and handling, with 30 days of the shipping date. Items must be returned in original packaging with shipping prepaid. Include a copy of your invoice or packing slip to ensure proper credit.

**SHIPPING:** We typically ship by UPS ground. We cannot ship to P.O. Boxes using UPS services so please call for other arrangements. We will attempt to process and ship your order within 3-5 working days after receipt of order. However, out-of-stock items may take a little longer. If you need rush delivery, please specify and we will do our best to accommodate your request.

**COPYRIGHT** - These resources are protected under the U.S. and all applicable copyright laws. The duplication, telecasting, cablecasting, or broadcasting of these programs or any part thereof, for any reason whatsoever, without the express prior written consent of the copyright holder constitutes a violation of federal law. Please note that not-for-profit institutions are not exempt from the provisions of the Copyright Act.