

# MATERIALS ORDER FORM

## COPY & REUSE

Name \_\_\_\_\_ Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

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

**PAYMENT METHOD (Please Choose One)**

I enclose a check or money order payable to "NEIWPC"

I will pay by Credit Card: MasterCard  Visa  Discover

Credit Card Number \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Exp. Date \_\_\_\_\_ Total Amount \_\_\_\_\_

Signature Required \_\_\_\_\_

Send completed form and payment (if applicable) to:  
**NEIWPC**  
116 John Street  
Lowell, MA 01852-1124  
Fax: 978-323-7919

**PURCHASE** See descriptions in Resource Catalog for details on item availability and price. Most items are sent by USPS Media Mail free-of-charge unless you specifically request another method. There is an additional cost for alternate shipping methods, bulk orders, and international shipping; call NEIWPC for pricing.

Item Code	Title	Price	Quantity <i>Limit 5 for Free Items</i>	Total
<b>NOTES:</b> (e.g., specific ordering details)			<b>Subtotal</b>	
			Shipping	
			<b>TOTAL</b>	

**LOAN**

The \$5 shipping and handling charge for each LOAN item covers the cost of shipping within the United States. All items are sent by USPS Media Mail unless you specifically request alternate shipping methods or international shipping for an additional cost; call NEIWPC for pricing.

A \$20 security deposit is collected on all loan items. Credit cards only, please. This deposit is not charged if the loaned item is returned within the loan period (30 days).

Limit of three items on loan per person.

Item Code	Title	Quantity	Loan Deposit	Total
			\$20	
			\$20	
			\$20	
Credit Card for Deposit: MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/>			<b>Subtotal</b>	
Credit Card Number _____			Shipping	
Cardholder Name _____				
Exp. Date _____ Total Amount _____				
Signature Required _____			<b>TOTAL</b>	