



### REQUEST FOR MATERIALS

- PLEASE NOTE:**
- WE DO NOT ACCEPT PURCHASE ORDERS (POs) or PERSONAL CHEQUES for PAYMENT.
  - PLEASE ALLOW APPROXIMATELY 24 HOURS for ORDERS to be PROCESSED.
  - ALL ORDERS ARE SUBJECT to SHIPPING and HANDLING CHARGES.
  - **IF THE ADDRESS ENTERED IN THE TOP SECTION DOES NOT MATCH THE CREDIT CARDS REGISTERED BILLING, THE TRANSACTION WILL BE DECLINED.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 Telephone BUS: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

Description of Materials	Quantity	Unit Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certified Course Trainer's Name: \_\_\_\_\_ Sub total: \_\_\_\_\_  
 \_\_\_\_\_ GST 5% (R1222332614): \_\_\_\_\_  
 Total: \_\_\_\_\_

**SHIP MATERIALS TO:**  Same address as above  Address below  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 Date Materials Required By: \_\_\_\_\_

Courier  Pick-up  Mail **(Please Note:** the ACSA will not call "Other" Couriers for you)  
 Purolator: Acct # \_\_\_\_\_  Greyhound: Acct # \_\_\_\_\_  
 Loomis/DHL: Acct # \_\_\_\_\_  Other: \_\_\_\_\_  
 Cheque: \_\_\_\_\_  
 VISA/MC/AMEX Card #: \_\_\_\_\_ EXP: \_\_\_\_\_  
 CVD #: \_\_\_\_\_ Cardholder's name: \_\_\_\_\_