



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: _____

VISA/MC/AMEX Card #: _____ EXP: _____
 CVD #: _____ Cardholder's name: _____