



## ORDERING INFORMATION

### How to Order

Please follow these ordering procedures. To serve you efficiently, we need your help.

Give full ordering information on your purchase order or on the CIS order form, including:

- *Order for:* Who is the order for? We need the name of the school, college campus, business, agency, or program site where the product will be used. If you are ordering for more than one location, complete a separate order form for each location.

- *Contact for Registration :* In most cases, you are ordering a CIS Online license. We need the name of the contact person for registration of your site. We call this person your CIS Site Coordinator. **We need the person's name, phone number, and e-mail, please.**

*or Ship to:* If you are ordering publications, Career Trek, or some other materials, we need to know where you want the order shipped. Include the name of the person to receive the order. (You **MUST** include a street address for UPS delivery, including zip code.)

- *Bill to:* Where do you want us to send the invoice? We need a complete billing address, including zip code.

- *Type of Payment:* How do you want to pay? A check or an authorized purchase order must be submitted with **all orders**. We will invoice after materials delivery unless other arrangements have been requested.

- *Complete Information:* Provide item description and total fee for each item. The order code is optional. Provide quantity for materials orders only.

- *Shipping and Handling:* Add shipping and handling charge on orders that require shipping (e.g. Career Trek, publications, or other materials). Shipping and handling charges cannot be waived for orders picked up at our office. The \$15 maximum charge applies for each order for each shipment. If you are ordering for multiple locations, each location's order will be packaged and shipped separately. The \$15 maximum charge applies to each Career Trek kit ordered.

### When to Expect Notification

**If you are a new site**, you will be contacted via e-mail as soon as your order is received. We will inform you how to complete the CIS Online registration process. Your site will be set up, with your requested site and Site Coordinator user names and passwords, within one working day of receiving your registration.

**If you are a continuing site**, your license period and access to CIS Online will be extended through the new license year. You must submit an order to us each year or your access to CIS will be interrupted when your license expires.

### How to Pay

Sites will be invoiced for orders after full delivery to you. Payment is due within thirty days of the receipt of the invoice.

### Important!

CIS Online licenses are annual, beginning on October 1 and ending September 30 of each year. Your access to Oregon CIS Online via the Internet will be disabled when your license expires.

### If You Need Help

CIS staff members are here to help you. Contact us if you have questions about your order, your shipment, training needs, or your invoices. All materials orders are packaged for safe delivery. Should your order arrive damaged, please let us know.

#### Ordering

Cheryle Hawkins  
541.346.2361

chawkins@orcis.uoregon.edu

#### Billing

Michael Ruell  
541.346.2357

michaelr@orcis.uoregon.edu

#### Training and Service

Romella Lee  
541.346.2350

rlee@orcis.uoregon.edu

Laura McCoid  
541.346.2337

lauram@orcis.uoregon.edu

# ORDER FORM

Oregon Career Information System  
 1244 University of Oregon  
 Eugene OR 97403-1244  
 Phone: 541.346.3872 or 800.495.1266 in Oregon  
 Fax: 541.346.3823  
 Internet address: <http://oregoncis.uoregon.edu>

*Type of Payment:*

Purchase Order #: \_\_\_\_\_

Check #: \_\_\_\_\_

Read **How to Order** on the other side before completing this form. Please print!

Office Use Only

CIS Order #: \_\_\_\_\_

Order for: \_\_\_\_\_

*Contact for Site Registration or Ship to:*

\_\_\_\_\_  
 Organization or site

\_\_\_\_\_  
 Attention

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, and Zip

\_\_\_\_\_  
 Phone

*Bill to:*

\_\_\_\_\_  
 Organization or site

\_\_\_\_\_  
 Attention

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, and Zip

\_\_\_\_\_  
 Phone

E-mail (to confirm registration procedures or your shipment)

Order Code (not required)	Item Description	Quantity (for materials)	Fee	Total Fee
Add 6% shipping and handling (\$5.95 minimum/\$15 maximum per order per site) for all materials orders (e.g. Career Trek Kits, My Plan Notebooks)				
<b>Total</b>				

Submit purchase order or check with your order (payable to Oregon Career Information System).  
 Do NOT mail a confirmation copy of faxed order.