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.

- **Ship to:** Where do you want the order shipped? Include the name of the person to receive the order. You MUST include street address for UPS delivery, including zip codes. **Please give us your e-mail address and we will let you know when your order is shipped.**

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

- **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 correct order code from the fee information sheet, item description, and quantity on order.

- **Shipping and Handling:** Add shipping and handling charge on all orders. 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 Shipment

If you are a new site, your materials will be shipped as soon as your product order is received.

If you are a continuing site, your updated materials will be shipped by October 1. However, you must submit an order to us; we cannot automatically renew your licenses.

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.
# 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](http://oregoncis.uoregon.edu)

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

**Order for:**

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**Ship to:**

Organization or site

Attention

Address

City, State, and Zip

Phone

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**Bill to:**

Organization or site

Attention

Address

City, State, and Zip

Phone

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**E-mail (to confirm your shipment)**

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<tr>
<th>Order Code</th>
<th>Item</th>
<th>Quantity</th>
<th>Fee</th>
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Add 6% shipping and handling ($5.95 minimum/$15 maximum per order per site).

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