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 between September 1 and October 1. However, you must submit an order to us; we cannot automatically renew your licenses.

How to Get Oregon CIS Online

CIS product packages with site licenses of CIS include Windows and Macintosh versions and Oregon CIS Online. Oregon CIS Online includes CIS for Internet and other support products and materials available only to licensed sites. CIS licensed sites can install the desktop programs on any computer within the site and use the online products within the site.

In order to access Oregon CIS Online, sites must register. Registration instructions are supplied with the CD shipment. The site will have a site user name and student/client, staff/faculty, and site coordinator passwords. The user name with the student/client or staff/faculty passwords can be distributed for home access.

Important!

CIS software contains a time-disabling device that will stop the software from running at the end of your license period. Beginning on September 15, when you use the fall 2003 release of CIS software, you will receive a notice reminding you to place your order. After October 15, you will be given an additional fifteen-day grace period. After this period, you will no longer be able to use the fall 2003 versions. Place your order in advance of our October 1 shipment date to be sure you have your new software prior to the November 1, 2003, expiration.

If you have registered for Oregon CIS Online and are accessing CIS via the Internet, your access 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 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

2004–2005 ORDERING INFORMATION
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: __________________________________________

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 your shipment)
__________________________________________________

<table>
<thead>
<tr>
<th>Order Code</th>
<th>Item</th>
<th>Quantity</th>
<th>Fee</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add 6% shipping and handling ($5.95 minimum/$15 maximum per order per site).

Total

Type of Payment:

Purchase Order #:_____________________________________

Check #:______________________________________________

Office Use Only

CIS Order #:________________________________________

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

2004–2005 ORDERING INFORMATION