ORDERING INFORMATION

Mail or fax completed order form to:

Janelle Publications
P.O. Box 811
Dekalb, IL 60115
Phone: 800-888-8834
Fax: 815-756-4799

Order 24 hours a day online at:
www.janellepublications.com

Date _____

Charge to credit card ❑ VISA ❑ MasterCard ❑ DISCOVER

Card number _____

Security code from back of card _____

Expiration date _____

Purchase order number _____

Tax exemption number _____

Authorized signature _____

Email Address _____

Janelle Publications taxpayer I.D. 36-3283838

BILLING ADDRESS

If charging to Visa, Master Card, or Discover please use billing address of card

Name _____

Address _____

City _____

State _____ Zip _____

Telephone _____
[Required for proper processing of your order]

SHIPPING ADDRESS

❑ Check if same as billing address

Name _____

Address _____

City _____

State _____ zip _____

Telephone _____
[Required for proper processing of your order]

ITEM #	ITEM/DESCRIPTION	QTY.	PRICE	TOTAL

Shipping/General Info

- Shipping/handling to Alaska, Hawaii, and Canada minimum $10.00 or 20% of order.
- All orders to the continental U.S. and Canada are shipped UPS unless U.S. mail is requested.
- Orders outside of the U.S. and Canada will be charged actual freight and handling fee (approximately 40% of the order).
- Customers are responsible for all GST/HST/PST and brokerage fees on international orders.
- Shipping is free on orders over $500.00 to the U.S. and Canada.
- Shipping is free on all assessments. If ordering items in addition to assessments the price of the assessments will be deducted from the order total before calculating shipping cost.
- Products may be returned within 90 days of receipt of order if in re-sellable condition. There are no returns on software items.
- Prices are subject to change without notice.
- Personal order must be prepaid in full by check, credit card, or money order payable to Janelle Publications.
- Purchase orders net 30 days.

SUBTOTAL	
8.0% sales tax Illinois Residents Only	
Shipping/Handling U.S. Add 10 % (minimum $6.00) Canada, Alaska, Hawaii Add 20% (minimum $10.00)	
TOTAL DUE U.S. Funds Only	