School Specialty
EducationEssentials

ORDER FORM

Phone Orders: **1-888-388-3224**
Fax Orders: **1-888-388-6344**
Web Orders: **www.schoolspecialty.com**
Mail Order to: **P.O. Box 1579**
Appleton, WI 54912-1579

INTERNAL USE ONLY

SCHOOL SPECIALTY ORDER NUMBER

CUTOMER PO#

DATE OF ORDER

Delivery Options - Please Choose One
We will make every effort to ship your order as directed.

◉ **Standard Delivery** Most in stock orders deliver within 1-3 business days. Please allow an additional 2-3 days during the summer.	◯ **Future Delivery Date** please tell us the earliest date we can deliver:____and the latest date we can deliver:____	◯ **Specific Delviery Date** Please contact customer service at the number above for availablilty.

Bill To:		**Ship To** (if different than Bill To)	
Account Number:	Phone Number:	Contact Phone Number:	
Contact Name:		Contact Name:	
School Name:		Name:	
Street:		Street:	
City, State & Zip:		City, State & Zip:	
Fax:	Email:		

Method of Payment

Bill our account (Net 30 days): Account#:_____ PO#_____

New Account - Enclose check or credit:

Check enclosed: Check # Amount $

Visa MasterCard Am. Exp Discover Procurement Card

Card Number: Exp Date:

Please attach any applicable coupons or gift certificates to this order form.

Coupon code #:_____

Gift Cert.Serial #:

Quantity Ordered	Unit of Measure	Catalog Number	Description (Size color etc…)	Catalog Page	Unit Price	Extended Price
	each	30082498N	Copernicus Max Storage Royal® Reading/Writing	363	$409.95	
			Center			
			*Delivered Price Includes Shipping!			
		☐				
			***Michigan website promo price good thru 12/31/07			

Send like item of equal or greater value

All items stocked in our warehouses are shipped FREE (within the contiguous 48 states) for orders of $50 or more. On orders under $50, a $5.95 minimum

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