

2011 TTS ORDER FORM

Business Name: _____ Contact Person: _____ Date: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ E-mail: _____

SCHOOL STARTER KITS - Includes all Instructor and Students Manuals						Quantity	Unit Price	Ext. Price
Operator's Kit - (required with initial order) New Licensee - Includes Annual License, Operator's manual, Toll-Free Telephone Support (no discount on N/R license fee)							\$299.00	
Renewal - Prior licensee *Kits do not include transparencies							\$119.00	
Kit Size with Instructor Materials	Comprehensive		Advanced I or II		Small Business I or II			
	Books	Online	Books	Online	Books	Online		
3 Student Kit							\$399.00	
5 Student Kit							\$599.00	
10 Student Kit							\$999.00	
**CA Course							\$39.00	
Kit Size with Instructor Materials	Basic/Comp Pt. I		Note for CA and OR Supplements					
	Books	Online	** CA and OR Supplemental materials must be purchased per student and instructor. The cost is \$39 per student or instructor manual.					
3 Student Kit								\$349.00
5 Student Kit								\$499.00
10 Student Kit								\$799.00
MARKETING Materials	Marketing Kit - Includes items 1-4 listed below (excludes Tri-fold brochure)							\$99.00
	50 Small Tri-fold Brochures							\$30.00
	1. 50 Student Brochures (color)							\$60.00
	2. 50 Inquiry & Follow-up Cards							\$5.00
	3. One 36" x 48" Window Banner (2 for \$45)							\$30.00
	4. One 18" x 24" Window/Office Poster (2 for \$30)							\$20.00
ADDITIONAL SCHOOL MATERIALS - After Purchase of a like-kind Starter Kit								
Books	Comprehensive	Advanced I or II	Small Business I or II					
Instructor Manual							\$129.00	
Transparencies							\$45.00	
Student Manual							\$119.00	
Answer Key CD (PDF)							\$25.00	
Books	Basic	Notes						
Instructor Manual							\$99.00	
Transparencies							\$30.00	
Student Manual							\$79.00	
Answer Key CD (PDF)							\$25.00	
Books for online								
Basic							\$65.00	
Comprehensive							\$65.00	
Advanced I & II							\$65.00	
Small Business I & II							\$65.00	
CA Supplement							\$15.00	
OR Supplement							\$15.00	
Enclose check or complete credit card information below:						1. Operator's Kit/Licensee Fee		
Card Number: _____						2. Total Cost of Products		
Exp. Date: _____ CVN: _____						3. Discount (Limit 1 per order)		
Name on Card: _____						4. Discounted Total (Line 2 less 3)		
Billing Address: _____						5. VA Residents Only (Line 4 x 5%)		
Card Signature: _____						6. Shipping/Handling (line 2 x 12%) (excludes Operator's Kit price)		
Signature: _____						7. Total (add lines 4, 5, and 6)		

IMPORTANT: Orders ship once signed license agreement is received (see reverse side). \$35 Returned Check Fee. Returns must be received within 15 days from date you received materials for a refund.

(Acct. Dept. Use Only) BATCH#: _____ INV#: _____ APPROVAL#: _____ EMP: _____