

## Order Form

Purchase Order No. \_\_\_\_\_

Order Date \_\_\_\_\_

Order Placed By \_\_\_\_\_

Telephone (      ) \_\_\_\_\_

Fax (      ) \_\_\_\_\_

 Ship Via: ☐ UPS ☐ Other \_\_\_\_\_

Special Instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payment Enclosed \_\_\_\_\_

 Charge to ☐ Visa ☐ Mastercard ☐ American Express

Credit Card No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Bill To** (Please Print)

Name \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Ship To** (If different than bill to address)

Name \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**ORDERING & BILLING POLICIES**

Stoelting genuinely appreciates your business. We want to make the placing of an order as easy and convenient as possible for you. We accept telephone, FAX, mail and email orders from all governmental and educational institutions, and from companies or individuals with established credit.

For companies and individuals without an established account, please supply one bank and two trade references with your order. To avoid credit clearance delay, you may prefer to pre-pay in full, including shipping charges and taxes; authorize COD shipment; or charge to a valid VISA, MasterCard or American Express account.

All orders for less than \$50 must be accompanied by payment in full, plus \$6.00 for shipping and handling. A \$10 small order processing surcharge will be added to orders less than \$50, when not accompanied by payment in full.

All prices are subject to change without notice, and are FOB Wood Dale, Illinois, USA. Terms are net 10 days. A Service Charge of 1.5% per month is automatically added to all unpaid accounts past 30 days.

**Restricted Use:** In accordance with the Standards for Educational and Psychological Testing, some products in this catalog are available only to those appropriately trained professionals.

Restriction Levels are defined as follows:

**Level B:** 4-year degree in psychology, counseling or a related field, plus additional, specialized training and course work in test interpretation, or license/certification from an appropriate agency/organization.

**Level C:** All qualifications for Level B, plus advanced professional degree or license/certification from agency requiring appropriate use of psychological tests.

## Five Convenient Ways to Order:



**Online:** [www.StoeltingCo.com/Tests](http://www.StoeltingCo.com/Tests)

**E-Mail:** [PsychTests@StoeltingCo.com](mailto:PsychTests@StoeltingCo.com)



**Mail:** 620 Wheat Lane  
Wood Dale, Illinois 60191



**Phone:** (630)860-9700



**Fax:** (630) 860-9775

Catalog Number	Quantity	Description	Unit Price	Extension

<b>Sub-Total</b>	
Sales Tax (Illinois Residents Add 8.25%)	
(Indiana Residents Add 7%)	
Shipping Charges (10% of order) \$6.00 Minimum	
<b>Total</b>	