

# Pembina Trails School Division - Teacher/Staff Order Form and Agreement

Manitoba School (s) and Division (s) Work at Home License

Microsoft Partners Program

Distributed By: The Manitoba Text Book Bureau

Name: \_\_\_\_\_  
School: \_\_\_\_\_  
School Address: \_\_\_\_\_  
Day Time Contact Phone Number or email : \_\_\_\_\_  
Division: **Pembina Trails School Division**

**Work at Home Products: Limit one copy per title per employee**

			Stock#		all taxes included
Office Mac 2011	DVD	English	12682	@ 21.00 =	_____
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SUB-TOTAL \_\_\_\_\_

*\*includes Word, Excel, Power point, Outlook, Publisher, Access, Info Path, Sharepoint, One Note, Communicator and more (see internet for detailed information).*

*\*\* a 64 bit operating system is available by special request, please note your request on the form beside the line.*

**The product will be bulk shipped to your school once per month in a group package.**

**Or** – I have included an additional **\$3.00 each**, total **\$24.00 each** for quick ship direct to the address below.

Special Shipping \_\_\_\_\_ @ 3.00 = \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

TOTAL PAID \$ \_\_\_\_\_

Check or Credit Card Payment accepted for the total due.

Check\* \_\_\_\_\_ MC/Visa # \_\_\_\_\_ expires \_\_\_\_\_

\*payable to Manitoba Text Book Bureau (\*\$25.00 fee on all NSF cheques)

Return to: MTBB, Box 910, Souris, MB R0K 2C0 or Fax 204.483.5041 or your school may be collecting them and submitting a group package.

## Acceptable Use Policy

I certify that I am an employee of the Division indicated above, and as such I am eligible to purchase the **Microsoft Work at Home Rights** for the above software. I understand that I have the right to run one copy of this product on a home PC that I own or lease, **for school-related purposes only and that I will adhere to the following terms and conditions;**

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6. You are not licensed to use the Software for personal purposes.
7. You must remove the Software from your machine at the time of agreement expiration, termination or if you leave the employ of the school division.

Signed \_\_\_\_\_ Staff Member

**I verify that the applicant is an employee of the Pembina Trails School Division as indicated above.**

Signed \_\_\_\_\_ Principal or Vice-Principal

Print name \_\_\_\_\_

**\*\* Limit one copy per title per employee \*\***

**\*\* All sales final – non-refundable. Any technical support must be obtained from other sources, MTBB does not provide technical support of any kind\*\***