



# 2009–2010 Business Directory

Profiling manufacturers, distributors, and professional services in Kitchener.

Business Directories can be shipped to you for an additional charge, or you may pick them up at City Hall on the 6<sup>th</sup> floor. For both pick-ups and deliveries you must complete this order form and an invoice will be mailed to you for payment. Payments cannot be processed on the 6<sup>th</sup> floor.

## Step 1: Choose a format and quantities, and specify if order is for shipment or pick-up

Price (Canadian Dollars)						
Quantity	Unit price	HST (13%)	Unit Price	Ship or pick-up?	Minimum shipping* (if applicable)	Order charge*
Book	37.00	+	4.81 =		+	=
CD	69.00	+	8.97 =		+	=
Total*						

\* Ordering multiple directories will result in higher shipping charges (if applicable). Shipping subject to change without notice.

## Step 2: Provide shipping information (if applicable)

If you opted to have your directory shipped, please specify the delivery address.

**Contact/Company:**

(if applicable)

**Shipping Address:**

(if applicable)

## Step 3: Provide billing and authorization information (required)

For both pick-ups and deliveries you must provide a billing address. This information is required for all orders.

**Contact/Company:**

(required)

**Billing Address:**

(required)

**Authorized By**

(please print)

**Phone**

**Signature**

**Date**

## Step 4: Submit order for shipment, or print this form and bring it with you to fill your order.

### For shipping:

(choose one method  
to submit form)

Email to:  
ecodev@kitchener.ca  
or click submit

Fax to: 519.741.2722

Mail to: Economic Development  
200 King St W, 6<sup>th</sup> Floor  
PO Box 1118  
Kitchener, ON N2G 4G7

### For pick-up:

Print form and bring to the 6<sup>th</sup> Floor of Kitchener City Hall,  
between 8:30am and 5:00pm, Monday to Friday.

In partnership  
with:



Please call 519.741.2292 for assistance.

<b>For Office Use Only</b>	710008-0938
Date Shipped	
Date Invoiced	