2019 COURSE MANUAL ORDER REQUEST

Contact Person _____ *Phone #* _____
E-mail: _____

Desired Course Manual _____
Date of Course Presentation _____
Course Location Address: _____
_____

 # of ***INSTRUCTOR*** *Copies Requested:* _____
 # of ***STUDENT*** *Copies Requested:* _____ **(X)** *Price Per:* _____ **(=) Total:** _____

Document Packs *add $1.50 per pack/ per Student* **(X)** *Qty.:* _____ **(=) Total:** _____
****Exception RENE Document Packs – add $3.00 per pack/ per Student****
(Exams, Exam Answer Sheet, Student Data Form, Instructor Evaluations)

State Sales TAX% if Applies: _____

Delivery Address: _____
_____

Pick –Up Location : _____
UPS/ Fed- X ACCT #: _____
(Shipping may apply if your location is outside our delivery zone)
(We accommodate Prepay & Add or Acct #)

Special Instructions: _____
_____

Order Total: $ _____

CHECK AND CREDIT CARD AUTHORIZATION

If paying by Check… Make all Checks Payable to the **Rich Hart Global Inc.**
Mailing Address: ***P.O. Box 1199, Kennesaw Georgia 30156***
Special Note: All checks must be received 7 days prior to course presentation date. No cancelations or returns are permitted once a manual has entered the printing process per request.
"Orders may be subject to applicable state sales tax and shipping charges may be additional"

Major Credit Cards Accepted: ***Visa / MasterCard / Discover***
American Express only, (add a 4% Processing Fee)

(All personal information is regarded as private & confidential and will NOT be kept on file for future orders)

Card Holders Address as reflected for credit card processing:

Card Holder Name: _____ *E-mail:* _____

Education Coordinators Name: _____ *Contact #:* _____

Address: _____ *City:* _____ *State:* _____ *Zip:* _____

Card Number: _____ *EXP. Date:* _____ *CSV Code:* _____
The credit code security code, sometimes known as a CSV code, is a three-digit number printed on the back of your card, at the top of the signature field. It is being increasingly used in online credit card transactions to help prevent fraud.

Please return all order form requests to SALES@Evalucore.com or Fax to 1-(888) 822-8631

Telephone: GA office (404) 937-6440 / Nationwide (888) 966-0878
Rich@RichHart.com / www.RichHart.com

Effective January, 1st 2019