



## Curriculum Order Form

Date: \_\_\_\_\_

<b>Bill To:</b>
Name:
Title:
School/Organization:
Address:
City, State, Zip:
Phone:
Fax:
E-Mail:

<b>Ship To:</b>
Name:
Title:
School/Organization:
Address:
City, State, Zip:
Phone:
Fax:
E-Mail:

I would like to order the following Curriculum:	Quantity	Unit Price	Total
<b>Personal Portfolio Kit - Deluxe</b> (Complete with 3 ring binder, tabs, sheet protectors and workbook; includes 1 Pocket Portfolio)		\$21.95	
<b>Personal Portfolio Workbook</b> (Softbound workbook and 1 Pocket Portfolio)		\$15.95	
<b>Personal Portfolio Kit Instructor Supplemental Materials</b>		\$ 6.95	
<b>Pocket Portfolio</b> - Business card holder and portfolio datasheet <i>Custom Cover ___ Yes (\$25 set up charge; you provide camera ready copy, jpeg format preferred)</i>		\$ 1.25 (1 – 100) \$ 1.00 (over 100)	
		<b>Custom cover \$25.00</b>	
		<b>Subtotal</b>	
		<b>Tax 8.75%</b>	
		<b>*Shipping</b>	
		<b>*Handling</b>	
		<b>Total Due</b>	

My check for \$ \_\_\_\_\_ is enclosed. Check # \_\_\_\_\_ Please charge my \_\_\_ Visa \_\_\_ MasterCard  
 Card Number: \_\_\_\_\_ Exp. Date \_\_\_/\_\_\_ Signature: \_\_\_\_\_  
(Charge only)

**Please send this form along with your Purchase Order to Vital Link.**

\*Shipping and handling: Shipping costs, **plus** a handling fee of \$5.00 for orders under \$100, \$15 for orders up to \$500, \$20 for orders up to \$1,000, and \$25 for orders over \$1,000