



Head Office & Training Centre, 21 Four Seasons Place, Suite 300  
 Toronto, ON, M9B 6J8; Phone (416) 622-1975 or 800-557-6832 Fax (416) 622-7476

## MATERIALS ORDER FORM

Order Date: \_\_\_\_\_ PO#: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Program	Quantity	Training Package Cost	Pins Required YES / NO*	Certificates Required YES / NO*

\*If replacement pins or certificates are required due to damage or loss, fees of \$10.00 per pin and \$5.00 per certificate will apply. Defective items will be replaced at no charge upon return of the damaged item.

### PAYMENT TERMS AND CONDITIONS

Payment must be received by credit card, certified cheque, or money order payable to OTEC.  
 Invoice will be generated once order is received.  
 Training packages will not be shipped until payment in full is received.  
 Order must be received a minimum of 2 weeks prior to session date to allow for delivery.  
 Orders not received within this time are subject to a \$20 late charge.  
 Pricing subject to 5% GST and shipping and handling charges apply to all orders.

### CREDIT CARD INFORMATION

VISA  MC

Card Number: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**FAX/MAIL/EMAIL this form to:** Lauren Griesbach, Coordinator, Client Services [clientservices@otec.org](mailto:clientservices@otec.org)