



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

TRAINING MATERIAL ORDER FORM

Order Date: _____ PO#: _____

Company: _____

Contact: _____ Title: _____

Mailing Address: _____

City: _____ Prov: _____

Postal Code: _____ Phone: _____

Email: _____ Fax: _____

Authorized Signature: _____

Program	Quantity	Cost	Certificates Included	Wallet Card Included	Pins (Optional) \$7.00 each YES / NO*
Service Excellence		\$45.00	Yes	Yes	
Shipping/Handling		\$			
HST		\$			
Total		\$			

*If replacement pins, certificates or wallet cards are required due to damage or loss, fees of \$10.00 per pin, \$5.00 per certificate and \$3.00 per Wallet Card 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 13% HST and shipping and handling charges apply to all orders.
All purchases are non-refundable.

CREDIT CARD INFORMATION

VISA MC

Card Number: _____

Cardholder's Name: _____

Signature: _____ Expiry Date: _____

FAX/MAIL/EMAIL this form to: Facilitator, Training Programs
clientservices@otec.org, (416) 622- 7476