



**Career Education & Training Assoc., Inc.**  
 5380 Ocean Dr, #6D  
 Singer Island, FL 33404  
 Phone: 561-842-4335  
 Fax: 561-844-3082  
 Email: drierh@aol.com  
 Federal Tax ID #31-1791257

**ORDERING INSTRUCTIONS**

Orders should include a school/agency purchase order/number or prepayment. Duplicate orders not marked Confirming are the responsibility of the purchaser. Expect delivery of materials within 7-14 days after receipt of order. Report discrepancies within 30 days. All returns require written authorization.

**STANDARD DISCOUNTS**

On orders of at least 10 items with a total dollar value of:  
 \$201 to \$300, the discount is 5%  
 \$301 to \$400, the discount is 10%  
 \$401 & above, the discount is 15%

**SHIPPING /HANDLING**

For orders up to \$50 ..... add \$5.00  
 For orders over \$50 ..... add 10%  
 For orders over \$200 ..... add 10% or call for  
 best price  
 Priority and international shipments are charged  
 at actual costs plus a \$10.00 handling fee.

**PAYMENT**

Payment must accompany personal orders. On school/agency orders, payment is due 30 days after receipt of materials and invoice, payable to The CETA Corp.



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**ORDER FORM**

Date \_\_\_\_\_ Order placed by \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Bill to Agency \_\_\_\_\_ Ship to Agency \_\_\_\_\_

Name/Title \_\_\_\_\_ Name/Title \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State/Zip \_\_\_\_\_ State/Zip \_\_\_\_\_

Catalog Number	Quantity	Product Title	Unit Price	Extended Price

**Payment Method**

subtotal \$ \_\_\_\_\_

School/Agency Purchase Order PO# \_\_\_\_\_

Less Discount \_\_\_\_\_ % \$ \_\_\_\_\_

Check # \_\_\_\_\_ for \$ \_\_\_\_\_

Add Shipping/Handling \$ \_\_\_\_\_

Money Order # \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

**For Office Use Only**

Customer # \_\_\_\_\_ Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_

Special Requirements \_\_\_\_\_