

## ORDER FORM - EXTERNAL

Personal, Parents & Out of School District 71

## Invoice: Printshop use **School District 71 Print Shop** 241 Beecher Place, Courtenay, BC V9N 3Y4 Tel: 250-338-7926 ext.12970 • Fax: 250-338-8629 Date: \_\_\_\_\_ printshop@sd71.bc.ca www.comoxvalleyschools.ca/printshop PO#: \_\_\_\_\_ LOCATION:\_\_\_\_ Name: \_\_\_\_\_ Email: \_\_\_\_\_ Address: \_\_\_ City & Postal Code:\_\_\_\_ Tel / Fax:\_\_\_\_ Laminated YES / NO UNIT PRICE CATLG # QNTY SIZE ITEM DESCRIPTION TOTAL Sub-Total **Payment** External orders add 30% \*Shipping & Handling (15%) I am paying by Visa MasterCard Cheque

Credit Card #: Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_ Name on the Card: Signature:



**GST (5%) PST (7%) TOTAL** 

\*Shipping & handling is approx. 15%, to be determined when order is finalized. Minimum charge of \$20.



TEASE NOTE: Items with an orange star are unavailable for external orders due to copyright

SD71 Schools get their materials at cost but all external orders must add 30% to their order Please made cheques payable to SD71 Printshop and write the invoice number on it.