Master Communications
The World Language Resource
Federal ID# is 31-1403959

ORDER FORM

Date: _____
PO #: _____

Bill To:

Name: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____
Fax #: _____ E-mail: _____

Ship To: (If different from billing address)

Name: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____

QTY	ITEM NUMBER	ITEM DESCRIPTION	SIZE/LANGUAGES	PRICE EACH	AMOUNT

5 Easy Ways to Order

1. Online: **www.master-comm.com**
2. Call **1-800-765-5885**
   Monday - Friday 9AM - 5PM EST
3. Fax : **513-563-3105**
4. Official Purchase Orders
   Federal ID# is 31-1403959
5. Mail to:
   Master Communications
   4480 Lake Forest Dr #302
   Cincinnati, OH 45242-3753

FREE Catalog Support
Need Master Communication catalog as part of your school, organization, training, class, or workshop? E-mail or fax your bulk catalog order. Allow 2-3 weeks for delivery.

School Examination Copy Policy:
We do not supply sample copies but all invoiced books are returnable in their original saleable condition within 30-days if you are not satisfied.

Return Policy:
If you are not satisfied, for any reason, return the item in salable condition within 30 days of the invoiced date. We will cheerfully exchange, refund, or credit your account. Sorry, due to copyright issues, videos, audio and software are not returnable once opened. Defective items can only be replaced. Delivery Charge is not refundable.

Need list of products for ordering?
Send us an e-mail and specify your needs.

METHODS OF PAYMENT (US Funds Only)

❒ Check/Money Order
❒ Purchase Order (Net 30 days) _____
❒ VISA ❒ MasterCard ❒ Discover ❒ AmEx
Cardholder Name: _____
Credit Card #: _____
Expiration Date: ____/____ Security Code _____
Signature: _____

Delivery & Insurance Charges

TOTAL ORDER :	48 States only Add:	(2-Day)
Up to $50.00	$6.95	$22.00
$50.01 - $70.00	$8.95	$25.00
$70.01 - $99.99	$10.95	$27.00
$100 or more	10%	25%
$300 or more	7%	Call

- For standard shipping to Hawaii, Guam & Alaska, FPO, APO, we charge USPS priority shipping rate. Please e-mail us for a quote. In general it is about 15% for the standard shipping rate. Express shipments are available for an additional fee. Please e-mail or fax for a quote.
- 2-Day Express is the transit time only and weekends do not count. Allow minimum of 24 hours to process before shipping.

Master Communications, Inc.
4480 Lake Forest Drive #302
Cincinnati, OH 45242-3753
Phone: (513) 563-3100
Fax: (513) 563-3105
sales@master-comm.com
www.master-comm.com

Subtotal $	
Sales Tax (Ohio only - 6.5%)	
Delivery Charge	
(See Delivery Charges) RUSH	
$ Grand Total	

Prices are subject to change without prior notice.

Just in Case Out of Stock Instructions

❒Cancel all backorders
❒Keep backorders for
❒30 days ❒60 days ❒90 days

Changes and Prices
All typographical and descriptive errors are subject to correction. Prices are subject to change without notice. Please ask for a quote for the latest availability and pricing.

All individual orders must be prepaid.
All individual orders and orders shipping to a home address must be pre-paid.

Combine orders and save on shipping.
You may combine your orders from Asia for Kids, Culture for Kids and Infini Press on this orderform.

Call 1-800-765-5885
Monday - Friday 9 AM - 5 PM EST
Fax: 513-563-3105

Thank you for your order!

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