

**MATERIALS REQUEST FORM**

The following information is required to process your request at the National Office. Please complete this form and fax to (312) 673-6652. **All orders must be placed at least 7 days prior to the class start date. Any order placed less than 7 days to start of the class is considered late and will be subject to a \$25 rush fee.** Thank you!

Deliver       Pick Up at local FedEx Kinko's

**Order Information**

Number / Title of Course: \_\_\_\_\_

Class Date(s): \_\_\_\_\_

Class Location: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Please indicate quantities of course materials below:**

Student manuals: \_\_\_\_\_ Course exams (if applicable): \_\_\_\_\_

Course quizzes (if applicable): \_\_\_\_\_ Course handouts (if applicable): \_\_\_\_\_

Attendance certificates: \_\_\_\_\_ State certificates: \_\_\_\_\_

Additional certificates: \_\_\_\_\_

**Shipping Information**

Shipping address is same as class location above.

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

Additional shipping instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_