



Master Communications
 Publisher & Distributor
Federal ID# is 31-1403959

DVD 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	LANGUAGES	PRICE EACH	AMOUNT

5 Easy Ways to Order

1. Online: www.master-comm.com
2. Call **1-513-563-3100**
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

Master Communication catalogs, Asia for Kids, Culture for Kids or Master Communications World Language catalog, are available for your school, organization, training, class, or workshop. E-mail or fax your bulk catalog order. Specify the title of catalog and allow 2-3 weeks for delivery.

Return for damaged shipment:

Please contact us immediately upon receipt. Any claim must be made within 5 business days of receipt.

Return Policy:

Due to copyright issues, return of opened DVD or CD is not accepted. Defective items can only be replaced. Return authorization must be obtained for any returns, within 30 days of invoiced date. Delivery Charge is not refundable.

Wholesale

Must have valid resale certificate to become an authorized reseller. All wholesaled items are sold on a non-returnable basis.

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	48 States only	
ORDER :	Add:	(2-Day)
Up to \$50.00	\$10.99	\$22.00
\$50.01 - \$70.0	\$12.99	\$30.00
\$70.01 - \$99.99	\$15.99	\$30.00
\$100 or more	15%	30%
\$500 or more	10%	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 and overnight delivery 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.

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

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.

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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

Thank you for your order!

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