

# 2020 COURSE MANUAL ORDER REQUEST

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_  
E-mail: \_\_\_\_\_

Desired Course Manual \_\_\_\_\_  
Date of Course Presentation \_\_\_\_\_  
Course Location Address: \_\_\_\_\_

# of **INSTRUCTOR** Copies Requested: \_\_\_\_\_  
# of **STUDENT** Copies Requested: \_\_\_\_\_ (X) Price Per: \_\_\_\_\_ (=) Total: \_\_\_\_\_

**Document Packs add \$1.50 per pack/ per Student (X) Qty.: \_\_\_\_\_ (=) Total: \_\_\_\_\_**  
*\*Exception RENE Document Packs – add \$3.00 per pack/ per Student\**  
(Exams, Exam Answer Sheet, Student Data Form, Instructor Evaluations)

State Sales TAX% if Applies: \_\_\_\_\_

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

Pick-Up Location : \_\_\_\_\_  
UPS/ Fed- X ACCT #: \_\_\_\_\_  
(Shipping may apply if your location is outside our delivery zone)  
(We accommodate Prepay & Add or Acct #)

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

**Order Total: \$** \_\_\_\_\_

## CHECK AND CREDIT CARD AUTHORIZATION

If paying by Check... Make all Checks Payable to the **Rich Hart Global Inc.**

Mailing Address: **P.O. Box 1199, Kennesaw Georgia 30156**

Special Note: All checks must be received 7 days prior to course presentation date. No cancelations or returns are permitted once a manual has entered the printing process per request.

**"Orders may be subject to applicable state sales tax and shipping charges may be additional"**

Major Credit Cards Accepted: **Visa / MasterCard / Discover**  
**American Express only, (add a 4% Processing Fee)**

(All personal information is regarded as private & confidential and will NOT be kept on file for future orders)

Card Holders Address as reflected for credit card processing:

Card Holder Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Education Coordinators Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

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

Card Number: \_\_\_\_\_ EXP. Date: \_\_\_\_\_ CSV Code: \_\_\_\_\_

The credit code security code, sometimes known as a CSV code, is a three-digit number printed on the back of your card, at the top of the signature field. It is being increasingly used in online credit card transactions to help prevent fraud.

**Please return all order form requests to [SALES@Evalucore.com](mailto:SALES@Evalucore.com) or Fax to 1-(888) 822-8631**



Telephone: GA office (404) 400-HART (4278) / Nationwide (888) 966-0878

[Rich@RichHart.com](mailto:Rich@RichHart.com) / [www.RichHart.com](http://www.RichHart.com)