

Office use Only .  
Received: \_\_\_\_\_  
Sent: \_\_\_\_\_

## AIA Orlando Document Order Form

| Quantity | Document # | Unit Price | Total |
|----------|------------|------------|-------|
|          |            |            |       |
|          |            |            |       |
|          |            |            |       |
|          |            |            |       |
|          |            |            |       |
|          |            |            |       |
|          |            |            |       |
|          |            |            |       |

Shipping Costs: Total: \$ \_\_\_\_\_

Regular Mail Shipping: \$ \_\_\_\_\_  
0-\$25.....\$5.00  
\$26-\$50....\$7.00  
\$51-\$74.....\$8.50  
Over \$75.....\$10.00

To receive order Overnight, include shipping costs of \$20 (up to 5 forms) \$25 (for 6-9 forms) and \$40 for (10 forms or 2 G-series documents) Overall Total & tax (6.5%) \$ \_\_\_\_\_

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

Business: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check: \_\_\_\_\_

MC, Visa, & AMEX: \_\_\_\_\_ Account#: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Name of Cardholder: \_\_\_\_\_

**Orders placed after 2pm may be processed the next business day. Payment is required by check or credit card prior to shipping.**

**No returns.** Exchanges are welcome within 14 days of initial purchase. Documents that are damaged in any way will not be eligible for exchange.

FAX order to (407) 898-3399  
Email order to: [info@ajaorlando.com](mailto:info@ajaorlando.com)

Any questions please call Allison Barnes, Administrative Assistant at 407-898-7006.

AIA Orlando  
930 Woodcock Road, Suite 226  
Orlando, FL 32803