

# 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 12 forms) or \$25 (more than 12 forms).

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@aiaorlando.com](mailto:info@aiaorlando.com)

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

AIA Orlando  
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