

**APCO INSTITUTE TRAINING MATERIALS ORDER FORM**  
**This form must be used for all orders. Payment must accompany each order**  
**Complete and return form to APCO Institute at least 21 days prior to class start date**

Instructor Name: \_\_\_\_\_ Order Date: \_\_\_\_\_ Member # \_\_\_\_\_

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

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

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

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

Email: \_\_\_\_\_ Class Start Date: \_\_\_\_\_

<b>Ship to:</b>	<b>Bill to:</b>
Agency:	Agency:
Street Address:	Address:
City/State/Zip	City/State/Zip

Training Materials	Quantity	Member Price	Non-Member Price	Total
PST1, 6 <sup>th</sup> Edition Student Manual		\$79.00	\$89.00	
PST 1, 6 <sup>th</sup> Edition Student Manual – Canada Version		\$79.00	\$89.00	
PST1, 6 <sup>th</sup> Edition Instructor Guide Package		\$149.00	\$159.00	
Fire Service Communications, 1 <sup>st</sup> Edition Student Manual		\$79.00	\$89.00	
Fire Service Comm, 1 <sup>st</sup> Edition Instructor Guide Package		\$149.00	\$159.00	
Emergency Medical Dispatch Student Manual		\$79.00	\$89.00	
Emergency Medical Dispatch Instructor Guide Package		\$149.00	\$159.00	
Communications Training Officer Student Manual		\$79.00	\$89.00	
Communications Center Supervisor Student Manual		\$79.00	\$89.00	
Replacement Instructor Manual: <input type="checkbox"/> CTO <input type="checkbox"/> Comm. Supervisor		\$149.00	\$159.00	
<b>Please be certain your order is correct. All sales are final. Refunds or returns will be not accepted. If you are tax exempt, please include a copy of the certificate</b>		Sub Total:		
<b>Method of Payment (U.S. Funds only):</b>		<b>7% S/H for orders received 21 days prior to class date</b> <i>Call for intl. rates</i>		
<input type="checkbox"/> Check <input type="checkbox"/> Purchase Order # _____ (fax or attach copy) <b>(Note: New Jersey – Original PO Only)</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX Card#: _____ Exp: _____ 3 or 4 Digit Security Code: _____ Name on Card: _____ Cardholder Address: _____ Signature: _____			<b>14% S/H for orders received less than 21 days prior to start date</b>	
		<b>Next day</b> \$22.50 for first book; \$10.00 each additional book		
		FL add 6.5% sales tax		
		WA State add 8.5% sales tax		
<b>Return to:</b> APCO INSTITUTE 351 N. Williamson Blvd. Daytona Beach, Florida 32114 Voice: 386.322.2500 Fax: 386.322.9766		<b>TOTAL</b>		