

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's Name: _____ Order Date: _____ Member #: _____
 Instructor's Agency Name: _____
 Instructor's Agency Address: _____
 City: _____ State: _____ Zip: _____
 Instructor's Daytime Phone: _____ Fax: _____
 Instructor's Email: _____

| Bill to: | Ship to: |
|-----------------|----------------|
| Agency: | Agency: |
| Street Address: | Address: |
| City/State/Zip | City/State/Zip |
| Email: | Email: |

| Student Training Materials | Quantity | Member Price | Non-Member Price | Total |
|--|----------|--------------|------------------|-----------|
| PST1, 6 th Edition Student Manual | | \$79.00 | \$89.00 | |
| PST 1, 6 th Edition Student Manual – Canada Version | | \$79.00 | \$89.00 | |
| Fire Service Communications, 1 st Edition Student Manual | | \$79.00 | \$89.00 | |
| Emergency Medical Dispatch Student Manual | | \$79.00 | \$89.00 | |
| Communications Training Officer Student Manual | | \$79.00 | \$89.00 | |
| Communications Center Supervisor Student Manual | | \$79.00 | \$89.00 | |
| Instructor Training Materials | Quantity | Member Price | Non-Member Price | Total |
| PST1, 6 th Edition Instructor Guide Package | | \$149.00 | \$159.00 | |
| Fire Service Communications, 1 st Edition Instructor Guide Package | | \$149.00 | \$159.00 | |
| Emergency Medical Dispatch Instructor Guide Package | | \$149.00 | \$159.00 | |
| Replacement Instructor Manual: <input type="checkbox"/> CTO <input type="checkbox"/> Communications Supervisor | | \$149.00 | \$159.00 | |
| Sub Total: | | | | \$ |

Shipping (Please select your shipping options. All orders **MUST** have shipping included. Call for international rates.)

| | | |
|--|-----------------------|--|
| <input type="radio"/> Ground, allow 10 – 15 days ; 7% of Sub Total Above | 7% | |
| <input type="radio"/> 2-Day, allow two business days ; 14% of subtotal above (must be received by 2pm for same day shipping) | 14% | |
| <input type="radio"/> Next day \$22.50 for first book; \$10.00 each additional book (must be received by 2pm for same day shipping) \$22.50 + (_____ x \$10) = \$ _____ (1 st book) (# of add'l books) | (see formula on left) | |

Method of Payment (U.S. Funds only):

☐ Check ☐ Purchase Order # _____

(fax or attach copy) **(Note: New Jersey – Original PO Only)**

☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMEX

Card#: _____ Exp: _____

3 or 4 Digit Security Code: _____

Name on Card: _____

Cardholder Address: _____

Cardholder Email Address: _____

Signature: _____

| Tax: | | |
|-----------------------------|--|--|
| FL add 7.5% sales tax | | |
| WA State add 8.5% sales tax | | |

TOTAL DUE

- **Please be certain your order is correct. All sales are final.**
- **Refunds or returns will be not accepted.**
- **Order is complete when shipping and appropriate taxes are added to Total.**
- **If you are tax exempt, you MUST include a copy of the certificate**

Return to:
 APCO INTERNATIONAL
 351 N. Williamson Blvd.
 Daytona Beach, Florida 32114
 Voice: (386) 322-2500 Fax: (386) 322-9766

Fax: (386) 322-9766