

**STEVENS**  

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**CONSTRUCTION**  

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**INSTITUTE, INC.**

**Order Form:**

Please initial each package desired. We will deliver these to you in electronic format so you may customize these to your business.

All construction forms on the Stevens Construction Institute Website's download area.  
MS Word version \_\_\_\_\_ Word Perfect version \_\_\_\_\_

\_\_\_\_\_ \$99.00 (Please initial)

All spreadsheets on the Stevens Construction Institute Website's download area  
MS Excel Version \_\_\_\_\_ Lotus 1-2-3 Version \_\_\_\_\_

\_\_\_\_\_ \$99.00 (Please initial)

Do you want 3.5" diskette or CD – Rom (please circle your desire)

**Taxes**

Add \$ \_\_\_\_\_ Please calculate your appropriate tax for addresses in Florida

We do not handle any sales tax due another U.S. state or any duty, tariff, or tax levied on shipments from the USA to your address. You are directly responsible. If you do not pay international charges, the shipper might abandon your order.

**Shipping**

US, Canada and Puerto Rico

+ \$ 4.50 Ground shipping for first item.

+ \$ \_\_\_\_\_ 2.00 for each additional item ordered.

+ \$ \_\_\_\_\_ 2 day shipping. I authorize the SCI to add the cost of \$20.00 to my credit card order.

+ \$ \_\_\_\_\_ International shipping. I authorize the SCI to add the cost of \$20.00 to my credit card order.

Contact us at [clientservices@stevensci.com](mailto:clientservices@stevensci.com) for shipping arrangements

**Total**                    \$ \_\_\_\_\_

### **Shipping Address and Contact Information**

Feel free to ignore our suggested fields and provide an address exactly as it should appear on a shipping label for delivery.

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

Mail Stop/Dept: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address1: \_\_\_\_\_

Street Address2: \_\_\_\_\_

City/State/Province: \_\_\_\_\_

Zip/Postal Code, Country: \_\_\_\_\_

Day Time Phone number: \_\_\_\_\_

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

Please add me to your email list to receive SCI's Bulletin.

### **Payment**

If using a check, make payable in U.S. dollars by a U.S. bank, payable to the Stevens Construction Institute, Inc.

Phone, Fax, or Mail your credit card information (Visa or Master Card). If you are paying by credit card, you can submit your order on our Credit Card Order Form below.

## Credit Card Order Form

Credit Card Information (by phone, fax or postal mail, not email!):

Card type: \_\_\_\_\_ (MC / Visa)      Expiration Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

## Send orders and inquiries to

**Stevens Construction Institute, Inc.**  
**Post Office Box 5981**  
**Winter Park, Florida 32792**

Phone: 407-678-0730

Fax: 407-6782349

Email: [clientservices@stevensci.com](mailto:clientservices@stevensci.com) (no credit card numbers, please)