



## EDUCATIONAL INSTITUTION ORDER FORM

BILLING INFORMATION		
INSTITUTION NAME		
ATTN:		
ADDRESS		
CITY	STATE	ZIP
EMAIL	PHONE	FAX
PAYMENT METHOD <input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMEX <input type="checkbox"/> OPEN BILLING <small>(ACCOUNTS WITH AN OUTSTANDING BALANCE OR FIRST TIME ORDERS CAN NOT BE BILLED)</small>		
CC NUMBER	EXP	
PO #		
SHIPPING INFORMATION		
INSTITUTION NAME		
ATTN		
ADDRESS		
CITY	STATE	ZIP
EMAIL	PHONE	FAX
SHIPPING METHOD (PLEASE CIRCLE ONE )	1. FIRST CLASS                      5. FED - EX 2. PRIORITY                         6. UPS NEXT DAY 3. AIR MAIL                         7. SECOND DAY SELECT 4. AIR SMALL PACKET 8. THREE DAY SELECT	
NOTES:		
COMPUTER TYPE <input type="checkbox"/> MAC <input type="checkbox"/> PC	NUMBER OF COMPUTERS IN THE SCHOOL _____	
HOW DID YOU HEAR OF DAVKA (PLEASE CIRCLE ONE) 1. MAGAZINE 2. INTERNET 3. WORD OF MOUTH 4. PREVIOUS CUSTOMER 5. OTHER		

- 1) PLEASE COMPLETE ALL INFORMATION ABOVE
- 2) FILL OUT PRODUCTS YOU WOULD LIKE TO ORDER ON PAGE 2
- 3) SEND IN YOUR ORDER TO DAVKA:  
 PHONE 773. 583 ..2333 X 16  
 FAX 773.583.5456 ATTN: SCHOOL SALES  
 EMAIL [SCHOOLSALLES@DAVKA.COM](mailto:SCHOOLSALLES@DAVKA.COM)



3601 W. DEVON AVE SUITE 110 CHICAGO, IL 60659 • PHONE: 773.583.2333 X 16 • FAX:  
773.583.5456

EMAIL: [SCHOOLSALLES@DAVKA.COM](mailto:SCHOOLSALLES@DAVKA.COM) • WEB: [WWW.DAVKA.COM](http://WWW.DAVKA.COM)

