California State PTA
everychild. onevoice.

2327 L Street, Sacramento, CA 95816-5014 916.440.1985 • FAX 916.440.1986 • info@capta.org • www.capta.org

PTA MATERIALS ORDER FORM

***PLEASE* PRINT USING BLACK INK OR TYPE.** The California State PTA will not be responsible for errors resulting from illegible orders.

Name _____

Address _____

City _____ Zip Code _____

Telephone (_____) _____

E-mail _____

Date _____

District PTA _____

Council _____

Name of Unit _____

Unit ID # _____

Quantity	Code	Item	Unit Price	Total

Prices subject to change WITHOUT notice. Prices include sales tax. Do NOT send coins, currency or postage stamps as payment for an order.

NOTE: The California State PTA Office does not bill or refund amounts of $5.00 or under that result from mathematical errors.

MINIMUM ORDER–$3.00 plus shipping & handling

S/H charges:	S/H for TOTAL of "FREE" PUBLICATIONS:
up to $10.00 . . . $5.00	1 - 500 . . . .$5.00
$10.01 - $20.00 . . . $7.50	501 - 600 . . . . $6.00
$20.01 - $39.99 . . $10.00	601 - 700 . . . . $7.00
Over $40.00 . . . . . $12.50	701 - 800 . . . . $8.00
	801 - 900 . . . . $9.00
	901 - 1,000 . . . $10.00
	Each additional 1,000 . . . $5.00

Subtotal. . . $ _____

S/H Charges $ _____

TOTAL. . . . $ _____

PAYMENT REQUIRED WITH ALL ORDERS

MAIL ORDERS TO
California State PTA
2327 L Street
Sacramento, CA 95816-5014

FAX ORDERS TO
916.440.1986
CREDIT CARD ONLY
DO NOT MAIL FAXED ORDERS

FOR INFORMATION CALL
916.440.1985 ext. 105
NO PHONE ORDERS

METHOD OF PAYMENT *(Check appropriate box)* Allow **4 to 6 weeks** for delivery.

❑ CHECK or MONEY ORDER payable to **California State PTA**
–A fee of $10.00 will be charged for any check returned due to insufficient funds.
–Two signatures required on ALL PTA/PTSA checks.

❑ MasterCard ❑ VISA CIN # __ __ __

(PERSONAL credit cards only) Zip Code __ __ __ __ __

___/___/___/___/ ___/___/___/___/ ___/___/___/___/ ___/___/___/___/ ___ ___/ ___ ___
Credit Card Number Exp. Date

Print Name _____

Signature _____

FOR OFFICE USE ONLY:

Authorization # _____ Ck # _____ AMT. _____ ❒ PTA ❒ PER

Reference # _____ Invoice # _____ 2010