

Thank You for Your Order!

Call Us: 1-888-889-2184

1-800-283-4964

Monday to Thursday 9AM to 5PM EST

**ORGANIZATIONAL  
LEARNING  
RESOURCES**



38 Ellen Street, PO Box 814  
Barrie, Ontario L4M 4Y6  
[www.olresources.ca](http://www.olresources.ca)

We Value Your Business!

Email: [orders@olresources.ca](mailto:orders@olresources.ca)

Email: [orders@tdmaterials.ca](mailto:orders@tdmaterials.ca)

## Shipping Information (Street Address Required)

Company Name		PO #	
Instructor/User Name	Phone	Email	
Ordered By	Phone	Email	
Street Address			
City	Province	Postal Code	
Date Required			
Special Instructions			

## Order Information

QTY.	CODE	ITEM NAME	UNIT PRICE	TOTAL

## Payment Information

Send Invoice (Available ONLY if account is established)

Visa

MasterCard

Account Number

Expiry Date

Card Security Code

Name on Card

Signature

**Total Purchase**

**Shipping & Handling**

**Rush ADDITIONAL COST**  
(Call for Overnight or Two-Day Rates)

**Subtotal**

**Add 13% HST**  
(ON Residents Only)

**Add Applicable  
Provincial Sales Tax**  
(HST #10557 3729 RT)

**TOTAL AMOUNT DUE**

Check this box if you would like to join our email list!  
Receive information on new products and promotions.

## Shipping & Handling Charges

(Please Call for Rush Service)

Total Purchase	Rate
Up to \$50	\$12.00
\$51 to \$150	\$15.00
\$151 to \$300	\$18.00
\$301 to \$500	\$22.00
\$501 to \$700	\$26.00
\$701 to \$1000	\$30.00
\$1000 & Up	3% of Order Subtotal

**Shipped via Ground Courier Service**  
(Items ordered together are not always shipped together)

## Terms

- Prices & products are subject to change without notice
- Invoice due upon receipt and we reserve the right to charge interest at 3% per month on overdue accounts, unless arrangements have been made
- We regret that we are unable to supply goods on an open account basis where balances are overdue
- All publications of OLR and its associated authors are copyrighted. The reproduction, in whole or in part by any process, is in violation of the copyright law unless prior written authorization has been arranged
- Except where otherwise stated we have a "no return" policy on our materials. Single copy prices have been established to allow customers to purchase 1 copy as opposed to packages for viewing purposes

## Delivery

- Regular Shipping is via Ground Courier Service taking 1-7 business days depending on destination
- Rush orders must be received by 12 p.m. Eastern time in order to be sent out same day
- Additional rush delivery charge and handling fees will be added to the invoice
- We offer 1-or 2-day rush service depending on destination

## Payment

- Payment by cheque via invoicing if account has been established
- First time orders must be paid by credit card and an account will then be set up
- Credit cards accepted are: Visa and MasterCard.