

# Professionals' Order Form

Description	Quantity	Unit Price	Total
<i>Access Administrator Starter Package</i> 10 Books plus 40 Workbooks		\$ 350.00	\$
<i>Beneficiary Directory Workbook</i> Packages of 20 Workbooks		\$ 85.00	\$
<i>Beneficiary Directory Books (see pricing below)</i>		\$	\$
<b>Training Tools CDs: (circle) CD1 CD2 CD3 CD4 CD5</b>		\$ 19.95	\$
<b>Training Tools CD Set: Includes all five CDs</b>		\$ 75.00	\$

**Subtotal** \$

**Tax** (MA residents add 6.25%) \$

**Shipping and Handling** \$  
(Within the Continental U.S., enter price from chart)\*

**Total** \$

## Method of Payment

Please note: All sales are final, no refunds.

- Check enclosed (payable to Beneficiary Directory)
- MasterCard
- Visa
- American Express

## Billing Address

Please print. To ensure successful processing of your order, please be sure that the billing address you enter matches the billing address of the credit card you're using.

Book Qty.	Price Ea.	Shipping/Handling
1 to 4	\$21.95	\$ 4.50 ea.
5 to 9	\$21.95	\$ 20.00 total
10 to 19	\$21.95	\$ 35.00 total
20 to 25	\$21.95	\$ 45.00 total
26 to 50	\$19.75	Call for charges on quantities greater than 25
51 to 100	\$17.50	
101 to 250	\$15.25	
251 to 500	\$13.25	
501 and up	\$12.00	

## Misc. Shipping/Handling

**Access Administrator Starter Pkg.** \$ 30.00 S/H

**Workbooks** (per pkg. of 20) \$ 11.50 S/H

**CDs** per disc = \$ 3 S/H; **Set of 5 Discs** = \$ 7 S/H

Name as It Appears on Card

Company Name

Billing Address

City

State

ZIP/Postal Code

Telephone

e-mail

Card Number

Exp. Date

Security Code

**Shipping Address** (Please provide if different from billing address.)

The undersigned purchaser certifies that he or she has read and understands all of the terms and conditions on this invoice. All the terms and conditions are part of this sales order, which shall constitute a contract between parties, and there are no expressed or implied warranties, modifications, or performance guarantees other than expressly stated herein.

Cardholder's Signature

Date

Please fax your completed form to  
(508) 647-0845 or mail with payment to:

Beneficiary Directory  
182 West Central Street, Suite 200  
Natick, MA 01760

\*For orders to be shipped outside the continental United States, or for more information, please contact us.

Telephone: (508) 647-0830

E-mail: info@BeneficiaryDirectory.com

Website: www.BeneficiaryDirectory.com