

# ADULT BASIC EDUCATION ORDER FORM



## TO ORDER:

Kelly.Lockwood@careertech.ok.gov

1.800.654.4502 • Fax: 1.405.743.5154

**Curriculum and Instructional Materials Center**  
Oklahoma Department of Career and Technology Education  
1500 West Seventh Avenue, Stillwater, Oklahoma 74074

### BILL TO

Date: \_\_\_\_\_

Attn: \_\_\_\_\_

School: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

### SHIP TO (if different from billing)

Attn: \_\_\_\_\_

School: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

### Payment Method

- My school or public agency purchase order is enclosed # \_\_\_\_\_
- My check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ made payable to CIMC is enclosed.
- Charge my  Visa  MasterCard  Discover Card # \_\_\_\_\_ Exp. date \_\_\_\_\_

Check here if this confirms telephone order.

MATERIAL ID#	TITLE	PRICE	QTY.	TOTAL
CC9018 (set of 10)	Career Focus: After Military Service	\$44.00		
CS9015 (set of 10)	Career Focus Magazine	\$12.00		
BS1001 (TE)	Career Success Skills	TE \$32.00		
BS3001 (SE)		SE \$27.00		
CS9050 (25/pkg)	Employment Card	\$10.00		
CS1200	Employability Guide	\$3.00		
AD8186	Facilitating Adult Learning CD	\$129.95		
TA8215	Language Arts Activities CD	\$79.95		
BS1000 (TE)	Personal Management Skills	TE \$12.00		
BS3000 (SE)		SE \$10.00		
HE1004 (TE)	Surviving and Thriving	TE \$71.00		
HE3004 (SE)		SE \$23.00		
HE8004 CD		CD \$225.00		
CS9003	Navigating Your Future	\$8.00		
CS9051 (pkg of 25)	Pocket Resume	\$6.00		
TA9215	Poster: 50 Ways to Lead	\$1.00		
Poster: Keys to Employability	4 designs to choose from - Please enter the total number of each	_____ TA9219 "workplace design" _____ TA9221 "yellow design" _____ TA9220 "abstract design" _____ TA9222 "mystery design"	\$1.00	
CS9052 (pkg of 25)	Skill Building Brochure	\$10.00		

**\*SHIPPING: Add 10% for orders up to \$200 and 8% over \$200**  
**Add 20% outside Continental United States. Minimum shipping \$9.00.**

Purchase orders are required unless prepaid. Please enclose check for personal orders made payable to CIMC, including tax. Remittance must be in U.S. dollars drawn on a U.S. bank or world money order. We accept VISA, MasterCard, and Discover. Returns on printed materials must be preauthorized by calling 800-654-4502. Sorry, but multimedia products (videos, DVDs, software) cannot be returned. No returns accepted after 30 days from date of invoice (90 days for Oklahoma customers). A re-stocking fee of 20% will apply. Prices are subject to change without notice.

**SUB TOTAL**

**\*SHIPPING**

**TOTAL**