



Computer-Based Training Order Form

Please print legibly or type information
to avoid delay in shipping.

Fax, mail or e-mail a scan
of this completed form to:

Dana Mediation Institute, Inc.
5700 West 79th Street
Prairie Village, KS 66204-4604 USA
Phone / Fax 913-338-1113
Toll Free: 1-877-338-1113

	Quantity	Unit Price	Item Total
Managing Workplace Conflict CD - a computer-based training course with web-based testing and reporting			
Add \$5.00 per order handling plus \$1.00 per CD for shipping by UPS within the 48 contiguous states. Expedited and shipping outside the U.S. incurs additional cost.			
Kansas residents only add 7.525% of Total for sales tax			
CCA# (if any)* #		Total	

*CCA#'s may not be combined with any other discounts. CCA#'s must be provided at the time of initial registration, and may not be applied retroactively.

Number of users	Regular	Government ¹	College bookstore ²
1 - 9	\$116	\$98	\$99
10 - 49	\$97	\$82	\$83
50 - 99	\$94	\$79	\$80
100 - 499	\$89	\$75	\$76
500 - 999	Orders over 500 units require corporate or government purchase order		



¹ Payor must be a US federal, state or local agency, and shipping address must be a government address.

² Payor must be a bookstore or college book service, and shipping address must be a bookstore.

Bookstore Return Policy: Returns that bring the order quantity to a lower discount level will void the original invoice, and the bookstore will be re-invoiced at the revised discount level. All returned items must be unused and in resalable condition.

Shipping Address:	Billing Address: (if different from shipping)
Name: _____	Name: _____
Organization: _____	Organization: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
* Phone: _____	* Phone: _____
* E-mail: _____	* E-mail: _____

* Information needed to confirm order. Please allow 10 days from date of receipt of this order. Sale is final once materials are shipped

Payment Options:	
<input type="checkbox"/> Check mailed with this form payable to: Dana Mediation Institute, Inc.	
<input type="checkbox"/> Company P.O. # _____ A copy of the purchase order must accompany order	Card number: _____
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Expiration date: _____(required)
3-digit verification code _____	Name on card: _____
<input type="checkbox"/> AmEx	Cardholder signature _____(required)
4-digit verification code _____	
 3 Digit Card Verification Number	
 4 Digit Card Verification Number	
Terms: Net 30 days from date of invoice. Outstanding invoices must be paid before additional shipments will be approved.	