WISCONSIN JOB CENTER

Publications Order Blank

Instructions:

How to complete the Order Blank for Wisconsin Job Center publications

Use the diagrams on the following pages to provide the information that is required.

It's as easy as ... 1-2-3 ... A-B-C!

1. Determine how many publications you need
2. Determine your total cost per publication
3. Calculate the sum and enter it on both pages

A. Provide address information
B. Complete the pricing section
C. Provide payment information

Publications Order Blank: Payment

SPECIAL NOTE:

The Wisconsin Department of Administration has added a fee of $2.50 to all credit card orders. To avoid this additional fee, remit payment by check, money order, or General Services Billing code. Only credit card orders are accepted by phone.

TO ORDER:

- Choose publications from the Selection side of this order blank (on reverse).
- Calculate your Subtotal. Transfer the Subtotal amount to Line A below.
- Complete the rest of the ordering/shipping and payment information.
- Include a check or money order made payable to Department of Administration.
- Only credit card orders are accepted by phone. A $2.50 fee applies to these.
- For further information, call 608/266-3868, TTY 608/264-8499.

ORDERED BY:

Name

Organization Name

Street Address

P.O. Box

City, State, Zip

Daytime Phone

SHIP TO (If different):

Name

Organization Name

Street Address

P.O. Box

City, State, Zip

Daytime Phone

A.	(from Selection page) SUBTOTAL	
B.	State tax exempt code (if applicable)	
C.	Wis. residents, add 5% sales tax	
D.	Add 0.5% county sales tax (if applicable)	
E.	Add 0.1% stadium tax (if applicable)	
F.	Add $2.50 credit card fee (if applicable)	
G.	GRAND TOTAL	

SEND ORDERS TO: Document Sales Unit — DOA • 202 S. Thornton Avenue • P.O. Box 7840 • Madison, WI 53707-7840

Available Wisconsin Job Center publications are listed on the Selection page of this form!

for DOA office use only

Date | Clerk #
Order # | Customer #
Approval # | Wisc Tax Date
Amount Rec
Payment Type
CA   CH   V/MC   GSBS   FR
Rev. 36, May 2011

A. Provide the "Ordered By" and "Ship To" information

B. Enter the "Subtotal" amount on **Line A** from the Selection page of the Order Blank.

C. Complete the applicable Payment information. If you are using a cost code, enter it in the identified area.

PAYMENT: choose one of the following payment options

☐ Check / Money Order payment enclosed.
   Make payable to **Department of Administration**

☐ ***State Government Customers Only**
Customer Use Code for billing purposes   Customer Optional Data (12 char. limit)
   D D S 1

☐ Visa (13 or 16 digits)   **CREDIT CARD ORDERS ONLY:**
☐ MasterCard (16 digits)   **call 1-800-DOC-SALE (362-7253)**
☐ *P-card (Visa)   **Local: 608-266-3358** $2.50 fee applies

Card number

Signature   Exp. Date

Publications Order Blank: Selection

1

Stock Number	Number per pkg	Title
#1000	1	Sharper
#4658	25	Though
#4814	200	Groomi

1. Package quantities for the publications are listed here. Determine the number of packages you need.

2

Description	Price per pkg	Quantity Ordered
(video)	$ 6.95	
(20 pages, stapled)	13.65	
(2 pages)	14.90	

2. Multiply the "Price Per Package" as listed by the "Quantity Ordered" (the number of packages) you have entered to get the "Total" cost per publication. Enter that value.

3. Enter the sum of all "Total" values in the high-lighted box marked "Subtotal". Enter the "Sub-total" in Line A on the Payment side of the Order Blank.

3

		Price	Quantity
...an Position	(brochure sized, folded)	5.25	
ork	(brochure sized, folded)	4.95	
ork	(bookmark)	4.90	
Centers: Reengineered ...	(4 pages, folded)	5.00	
		SUBTOTAL	

Enter the above amount on Line A on the Payment side of this form