

## Online Store - Order Form

### Prices

We will make every effort to maintain the prices in our online store. However, we reserve the right to change prices without notice only if there are changes beyond our control. In case of a typographical error in the price shown, we reserve the right to charge the applicable price. **In all cases, the applicable price will be confirmed with the purchaser before any charges occur.**

### Payment Method



We accept all major credit cards, checks, and PayPal payments.

**Credit Card Payments:** Online checkout using a major credit card is the fastest and easiest method of payment. You may also call in an order using any major credit card at:

**Toll Free:** 1-888-238-0444 **Direct:** 281-413-0137 **Fax:** (866) 405-5724.

**Checks:** Please fill out the order form below and send payment to the following address:

**Activity Directors Network**  
2010 Hwy. 190 W. - Suite #120  
Livingston, TX 77351

### Shipping

Orders placed before 12:00 Noon (Central Time) Monday-Friday that are shipping Next Day Air, 2nd Day Air or 3-Day Select will ship the same day. Orders placed after 12:00 Noon (Central Time) requesting these shipping options will ship the next business day. UPS does not deliver packages on weekends unless you selected Next Day Air Saturday Delivery. In addition, UPS does not deliver packages on Holidays.

**Next Day Air:** UPS does not deliver packages on weekends except for Next Day Air Saturday Delivery. If you are placing an order after 3:00pm on a Thursday requesting Next Day Air and you want your order delivered on Saturday, please indicate in the "Comment" section of our order form that you want Saturday Delivery. UPS charges an extra \$12.50 for this service and this will be added to your shipping charges.

Orders requesting UPS Ground, Priority or Express Mail or orders for items that are drop shipped by the manufacturer (see below) will ship within two business days.

**Residents of Alaska, Hawaii, and Canada.** Your shipping option will be UPS Next Day Air, UPS 2nd Day Air, (UPS Standard for Canada), (Express or Priority Mail require prior approval). The shipping charges in your Shopping Cart are estimates only. We will email you with your exact shipping charges prior to shipping your order. We will require your acceptance of these shipping charges before your order can be processed. If your order is shipping outside the United States, you may be required to pay duties, taxes and other fees. These costs will be your responsibility.

If your order is shipping via UPS Ground or other UPS, we will email you the tracking number so you can track your order with UPS at [www.ups.com](http://www.ups.com).

If your order is shipping via Priority or Express Mail (require prior approval), we will email you the tracking information so you can track your order with the Post Office at [www.usps.com](http://www.usps.com).

Shipping charges are based on the weight of the item(s) ordered, shipping method selected and delivery destination. Your shipping charges are downloaded directly from UPS at the time you place your order to assure accuracy. **We do not make a profit on shipping charges.** If a customer provides us with an incorrect shipping address and we are assessed additional charges by UPS, we will charge the customer's credit card for the additional charges.



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P.O. number \_\_\_\_\_ Charge to: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Province or State \_\_\_\_\_ Country \_\_\_\_\_ Postal or Zip code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Your name \_\_\_\_\_ Signature \_\_\_\_\_ Date - - -

**Payment Method:**  -Check  -   -   -   -  (Enter Card Information Below)

Credit Card Number:                 Expiration date: \_\_\_\_ / \_\_\_\_

CVC 3-Digit Card Code:     (Last 3 Digits On Back Of Card)

Print Cardholder Name: \_\_\_\_\_ Signature \_\_\_\_\_

Product Code	Quantity	Product Description	Unit Price	Total

Amount of Purchase: \_\_\_\_\_

(estimated by Activity Directors Network upon receipt) Shipping Charges: \_\_\_\_\_

(tax only applies to customers in TX) Sales Tax: \_\_\_\_\_

**Total:** \_\_\_\_\_

