



Order Form to Upgrade to the new 2011 Version of JobShop’s English and Spanish JobSearch Guides

Billing Information	Shipping Information (if different from billing info - for delivery)
Organization Name	Organization Name
Contact Person's Name:	Contact Person's Name:
Mailing Address:	Street Address:
City State Zip	City State Zip
Phone Number () Fax ()	Phone Number () Fax ()
E-Mail Address:	E-mail Address:

Quantity	Product	Item Price	Discount	Sub Total	Total Price
	SINGLE UPGRADE LICENSES	(One Time Price for lifetime updates)	(If applicable)		
	JobSearch Guides – English 2011 Edition	\$500.00	-\$	\$	\$
	JobSearch Guides – Spanish 2011 Edition	\$500.00	-\$	\$	\$
	SUBTOTAL				\$
	Virginia Customers: Add 5% Sales Tax If a Virginia Tax Exempt Customer, provide tax exempt number. _____				\$
	TOTAL				\$

Step 1: Enter the number of licenses you wish to upgrade.

Step 2: Determine if you qualify for a multi-license discount. (see below) If so, enter the discount amount above.

Multiple License Discounts:
5% discount per license when organization purchases 2-5 licenses
10% discount per license when organization purchases 6 to 10 licenses
15% discount per license when organization purchases 11 to 20 licenses
20% discount per license when organization purchases 21 or more licenses

Step 3: Compute the sub-total by multiplying the Item Price by the discount percent.

Step 4: Enter the Total Price for each product by multiplying the number of licenses by the Sub-Total amount.

Step 5: Total the invoice.

***Shipping and handling charges are included for the 48 continental states.**

Name on Credit Card: _____
Mastercard <input type="checkbox"/> VISA <input type="checkbox"/>
Credit Card Number: _____
Security Code: _____
Credit Card Expiration Date: _____ / _____

Four convenient methods of payment:
<input type="checkbox"/> Check enclosed payable to JobShop, Inc.
<input type="checkbox"/> Purchase Order enclosed # _____
<input type="checkbox"/> Fax order with P.O. to 804-785-2473
<input type="checkbox"/> Fax or mail order form with credit card information