

ORDER FORM FOR TEACHER COMPANION GUIDES

2018-2019

Complete all requested information. Incomplete order forms could result in order delays.

The Companion Guide for Teachers was developed for classroom use by the instructor, along with the Student Study Guides, for the purpose of helping students prepare to take a specific occupational exam.

The Companion Guide for Teachers, available for purchase by individuals (i.e., potential employees, incumbent workers) with this order form, is not intended to be a substitute for training. Nocti Business Solutions makes no representations or warranties of any kind, express or implied, about a test candidate's success in obtaining a passing score on the test as a result of using this Guide.

Order Date: _____

BILLING INFORMATION	SHIPPING INFORMATION (if different)
Name:	Name:
Address:	Address: <small>(cannot be a PO Box)</small>
Apartment #:	Apartment #::
City/State/Zip:	City/State/Zip:
Telephone: ()	Telephone: ()
E-Mail:	E-Mail:
<p style="text-align: center; color: blue;">* Credit Card Required*</p> Credit Card Information (Please check the appropriate card): <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Card #: _____ Expiration Date: _____ Card Verification Security Code: _____ Name on Card: _____	<p>All orders are Shipped UPS Ground unless otherwise specified. If express shipping is needed, extra charges will be applied.</p> <p>Orders will be shipped two weeks from order receipt.</p> <p style="text-align: center; color: blue;">** ALL SALES ARE FINAL. NO RETURNS, REFUNDS, OR EXCHANGES ARE ALLOWED. **</p>

Price: \$30.00 each (includes shipping)

Instructions: The following steps should be taken to ensure a timely and accurate delivery of your Teacher Companion Guide:

1. Complete all fields above and clearly mark the quantity for each item ordered.
2. All orders **require** credit card information to process.
3. Submit your order by one of the following methods:
 - Fax to 231-796-4699 or email as an attachment to noctibusiness@nocti.org
 - Mail to Nocti Business Solutions, 500 North Bronson, Big Rapids, MI 49307

Nocti Business Solutions Use Only	
Quantity: 1 per guide	Demo Code: Study Guide
Branding: NBS	Expiration: 180 days

Study Guide Code	Associated Assessment Code	Titles Available	# of Teacher Companion Guides
6537	1437	21 st Century Skills for Workplace Success	
6119	4119	Advertising and Design	
6973	4973	CAD	
6073	3073	CAD-CAM	
6128	1128	Construction	
6029	3029	Electrical Occupations	
6134	3034	Electronics	
6035	4035	Electronics Technology	
6050	2050	Industrial Electricity	
6051	2051	Industrial Electronics	
6038	4038	Mechanical Drafting and Design	
6152	4152	Precision Machining	
6054	4054	Technical Drafting	
6525	3425	Visual Communications and Multimedia Design	
6272	4272	Welding	