



# J\*M Steno

"A Complete Court Reporters Service"

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## Fax/Mail Order Form

Ver. 12.23.2009

Full Name:  Email:   
 Phone1:  Address:   
 Home  Mobil  Work  
 Phone2:   
 Home  Mobil  Work  House  Business

### Shipping

Packages weighing 13oz or under ship via USPS 1st Class mail. 14oz to 3lb packages ship USPS Priority Mail. Packages 3lb or higher and express services ship UPS. Shipping dates are Monday through Friday. A signature will be required on UPS deliveries. Fill out the email address field for tracking information. Specify time if overnight. Saturday delivery is extra.

Item #	Description	Qty	Price
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### Payment

JM Steno accepts checks, money orders, or Visa/Master/Discover/AMEX. It is recommended you get a shipping quote before sending checks/money orders. Checks/money orders made out for less than your order total may delay shipment until we receive the remainder payment. If paying by credit card, please leave your information below (make sure your billing address above matches your CC address). If you do not wish to write your information on this form, please choose "Call With Total" and we can take your credit card information over the phone. Include the date of your order in case of mail delays. If you received a shipping quote, please indicate the quote amount.

Check  Money Order  Visa  Master Card  Discover  AMEX  Call

Card Number:  Security Code:   
 Name on Card:  Expiration:   
 Order Date:  Quote Amt: