

**ORDERED BY (Please print carefully)      Date**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Apt # \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Home phone # \_\_\_\_\_  
 Work phone # \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
 Would you like to receive ProForce e-mail about software, updates, special offers and deals?       Yes       No

**"SHIP-TO" ADDRESS (IF DIFFERENT)**

Fill in here if you want your order sent to a different address (future notices will still be sent to your address in the box to the left).

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_ Suite # \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_

Please tell us about your present Adobe software to receive FREE accessories you may need to optimize your software purchase.

Year \_\_\_\_\_ Version \_\_\_\_\_  
 Title \_\_\_\_\_

Item Number	Item Description	Qty	Price Each	Total Price
#				
#				
#				
#				
#				
#				
#				

**PAYMENT INFORMATION:**

- Personal Check *Subject to processing delays. Make payable to ProForce Corp.*
  - Money Order *Make payable to ProForce Corp.*
  - Gift or Merchandise Certificate
  - Western Union Quick Collect
- Certificate #1 Amount: \_\_\_\_\_  
 Certificate #2 Amount: \_\_\_\_\_



Card No.

Exp. Date     Bank that issued card \_\_\_\_\_

Please print your name and address exactly as it appears on your credit card statement:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Card Holder Signature \_\_\_\_\_



**Merchandise Total**

Minnesota orders add 6 1/2% sales tax on all orders shipped to MN

**Add Shipping Charge**  
 We ship via 1-3 Day Fed/Ex

Delivery Selections      Add:  
 3-Day Fed/Ex.....\$22.00  
 2-Day Fed/Ex.....\$27.00  
 Next Day.....\$33.00  
 (See "Next-Day Shipping" on page 2 for more information)

**Your Selected Shipping Method:**  
 (Standard: "Fed/Ex 3-Day \$22.00")

**TOTAL**

**Special Messages:**

Is there anything you'd like us to know about your order?



**Sales Advisor**

If you spoke with a Sales Advisor before placing your order, please write in his/her name below.

\_\_\_\_\_

Do you own other ProForce software?       Yes       No

**Fax this order form to: 1-952-884-0646**

**or mail it to: ProForce Software Corporation,  
 9912 Stevens Avenue South  
 Bloomington, MN 55420-4931**



## Convenient Payment Options

**Credit Card** – We accept VISA, MasterCard, American Express, Money Orders, and also Personal or Company Checks. For your protection, we thoroughly investigate the validity of all credit card charges. **To avoid delays, your order address should match to your credit card billing address.** You may be surprised by the amount of information we ask for on credit card orders; it's part of our security procedures to protect you from unauthorized use of your card.

**Check** – Draft a mail order, personal check, postal money order, certified check or bank cashier's check, payable to ProForce Corporation. **Personal checks are subject to processing delays. Starter checks or checks without pre-printed name and address information may delay processing of your order as much as 3 weeks. Please call for details.** All checks are subject to verification.

**Western Union "Quick Collect"** – You can request a money transfer at any of the 28,000 Western Union offices nationwide. (Same-day transfers of up to \$5,000 are just \$11.95.) Your order will ship the same day, if we receive your transfer by 4 PM Central Time (Monday-Friday).

## Guarantee Free Return Shipping!

You can return any product within 14 days of receiving it for storewide credit or exchange, with no return charge! Must be in like-new condition, with original packaging, and RMA number. We'll credit the full amount of the original shipping, with your preferred choice of exchange software. Please visit our website for more complete details and for obtaining your RMA (return shipment authorization) number.

## Need Help? Need a Catalog? Need a Price?

### Sales assistance 1-800-651-5520

Get expert help picking out your components (9 AM to 6 PM, Central Time). Or you can e-mail sales@proforce.net with your questions.

### Customer Service 1-952-967-0500

For help with any questions or concerns you may have about our service (9 AM to 5 PM, Central Time). For questions about the status of your order (24 hours a day), you can e-mail us at support@proforce.net

### Catalog Request 1-800-651-5520

To request a free catalog (9AM to 6 PM) for yourself or for a friend. E-mail your name and address to catalog@proforce.net

### Call for Price/Availability 1-800-651-5520

For help with any questions on price or availability you may have, just give us a call.

**Fax this order form to: 1-952-884-0646**

**or mail it to: ProForce Software Corporation,  
9912 Stevens Avenue South  
Bloomington, MN 55420-4931**

## Fast 2-3 Day Shipping

Orders processed before 5 PM (Central Time), Monday through Friday are usually shipped the same day. Orders processed after these times will be shipped the next business day.

**Standard Shipping Method: 2-3 business day delivery** – If your order is being shipped to any of the 50 U.S. states, we will ship it for delivery in 2-3 business days. This means your order should arrive by the second or third business day (Monday-Friday) after we ship it. The carrier and service level we use will depend upon what you select. When shipping to a Rural Route, be sure to include a daytime telephone number so that the carrier can call to arrange for delivery. If you prefer, we can ship Priority Mail for the same rates, but in most cases, your delivery time will be longer.

### Standard 2-3 Day Fed/Ex Shipping Charges

Shipping Selections	Price:
3-day Fed/Ex.....	..\$22
2-Day Fed Ex.....	..\$27
Overnight FedEx.....	..\$33

*Please note: While every attempt will be made to deliver your product on time, actual delivery times are beyond our control. In all circumstances, there is no shipping discounts or refunds for shipment errors and delays.*

### Standard Shipping to P.O. Boxes, APO/FPO addresses, and Puerto Rico

We ship to P.O. Boxes, APO/FPO addresses, and Puerto Rico via Priority Mail at the same rates listed above. Please allow extra time for delivery.

**For Even Faster Shipping** – For inquires on Federal Express overnight delivery status. Please call 1-(800) 463-3339 (8 AM to Midnight, E-Time) and ask a Support Advisor for delivery time and information.

## Custom Orders

We can add your company or personal logo for an additional \$150

We can import your additional forms for just \$25 per form.

We can add electronic form fields for just \$50 per form.

**FREE** Plug-in accessories are available at [www.proforce.net](http://www.proforce.net)

### Contact us for Branded Custom Creations!

We offer lifetime corporate software technical support.

We can custom-tailor software to fit your company.

## Track Your Order

Include your e-mail address on the order and we'll e-mail you your order number, sale receipt, and even shipping notification details.

### RETURN POLICY

All claims for non-receipt of merchandise, damaged goods, merchandise shortage, or satisfaction will be resolved within 14 days, or sooner if possible. On every return, please call your Customer Service Representative at 800-651-5520 or 952-884-2051 for a Return Merchandise Authorization (RMA) number. □

### CUSTOMIZATIONS

Logo Addition: \$150

Forms Import: \$25 per form

Form Conversion to Electronic Fields: \$50 per form

AVI Movies, Control Panel Internet Links, and Slide Shows: Contact us

