



Spaulding for Children  
 16250 Northland Drive, Suite 120  
 Southfield, MI 48075  
 Phone: (248) 443-7080 Fax: (248) 443-7099  
 www.spaulding.org

**ORDER FORM**  
**Adoption Competency Curriculum DVDs**

Please print clearly

DVD TITLE	QUANTITY	LIST PRICE	TOTAL
The Day Everything Changed - Introductory		\$20.00	
Child Assessment and Preparation		\$20.00	
Family Assessment and Preparation		\$20.00	
Decision Making & Matching - Team Meeting		\$20.00	
Talking About Adoption Assistance		\$20.00	
Post Adoption Services		\$20.00	
All 6 DVDs (1 set)		\$120.00	

<p><b>PAYMENT, SHIPPING &amp; HANDLING &amp; RETURN POLICIES</b></p> <p>Payment or agency purchase order must accompany this form. Please make checks payable to: <b>Spaulding for Children.</b></p> <p><b>Returns:</b> Returns are accepted within 30 days of shipping date for credit only! <i>There will be a 10% restocking fee for all returns.</i></p>	<p><b>Sub Total</b> \$ _____</p>
	<p><b>Michigan Sales Tax</b>          Michigan residents add 6% sales tax or include Tax Exempt Certificate</p>
	<p>\$ _____</p>
	<p><b>Total</b> \$ _____</p>

**CONTACT INFORMATION**

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Organization Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Is this organization Tax Exempt?  Yes  No *If yes, please provide a copy of your Tax Exempt Certificate with this order.*

Street Address \_\_\_\_\_  
*(UPS, DHL and FedEx will not deliver to a Post Office Box. Please provide a street address)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_

Web site \_\_\_\_\_

**PAYMENT METHOD**

A check for the total purchase plus shipping and handling is enclosed with our order. *Make check payable to Spaulding for Children.*

A purchase order for the total plus shipping and handling is enclosed with our order. Purchase Order # \_\_\_\_\_

Please charge my:  Visa  MasterCard for the total plus shipping and handling.

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_