

# Handbook Request Order Form

**The fees for the handbooks are as follows:**  
*(Please check appropriate box and indicate quantity requested)*

II Keller OSHA Handbook Construction: \$15                      Quantity: \_\_\_\_\_

Acceptable forms of payment are cash, credit card, certified check, money order and checks. All payments for handbooks must be received in **FULL** before the handbook can be released. If you are providing a payment using a credit/debit card please contact Skybridge to obtain a credit card authorization forms. Completed forms can be submitted in person, faxed to **718-808-5553** or emailed to **jortiz@skybridgerestoration.com**. There is a 7 business day hold on handbooks for all check payments.

**Date of Request:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Company Name (if company is providing payment)** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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## **Shipping Charges:**

If you are requesting to have the above manuals mailed to you, please complete the bottom form. Shipping charges will apply. Please see below for shipping charges which will be added to your total. Please note, Skybridge is not responsible for any items lost in the mail.

- For quantity 1: \$5
- For quantities of 2-10: \$9.80
- For quantities of 11-20: \$12.34
- For quantities of 20+: \$20

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_                      **State:** \_\_\_\_\_                      **Zip Code:** \_\_\_\_\_

### **For Office Use Only**

Total Amount to collect for handbook(s): \$ \_\_\_\_\_

Shipping Charges (if applicable) to charge: \$ \_\_\_\_\_

Total Amount to charge (total + shipping): \$ \_\_\_\_\_

Requested On \_\_\_\_\_                      Employee Initials \_\_\_\_\_