Handbook Request Order Form

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

☐ JJ 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: _______________________________________

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 _____________