

SCHOOL SPECIALTY

**ONLINE ORDERING
INFORMATION SHEET**

Please fill in the information below and either FAX (861-9907) or send it to Purchasing Attn: Susan Spainhoward. Please contact Susan Spainhoward @ 14715 if you need assistance.

Person ordering: _____ (First and Last Name)

Job Title: _____

Log in Name: _____ (5-12 Characters)

Password: _____ (5-12 Characters)

Email Address: _____

Site: _____ (School Name and Number)

_____ (School Address)

Phone Number: _____

FAX Number: _____