



Dear KCDA Member

In a further effort to support KCDA members in challenging economic times, KCDA will be offering delayed billing for School Start up orders. Please have your Business or Accounts Payable Manager fill in the following information.

- Qualifying orders will ship June 15 - July 31, 2011.
- They will be placed on a district Purchase Order number (Credit card orders do not qualify for delayed billing).
- Invoices will be mailed on 8/10/11 with payment due in early October 2011.

School District _____

District requested Delivery Date for Start-Up orders _____

Contact Person for Delivery _____

Phone _____

E-mail _____

Cell _____

Person in District responsible for payment of KCDA invoices.

Name _____ Job Title _____

E-mail _____ Phone _____

Your Name _____ Job Title _____

E-mail _____

Phone _____ Fax _____

Please fax this form to: KCDA Customer Service at (253) 395-5402
Or mail to: KCDA P.O. Box 5550, Kent WA 98064
Or scan and e-mail to: customerservice@kcda.org