



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 July 1- July 31, 2009.
- They will be placed on a district Purchase Order number (Credit card orders do not qualify for delayed billing).
- Invoices will be mailed on 8/10/09 with payment due in early October 2009.

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](mailto:customerservice@kcda.org)