



Publications Order Blank: Payment

SPECIAL NOTE:

The Department of Administration adds a fee of \$2.50 on all credit card orders. There is no additional fee for payments by check, money order, or General Services Billing code. Only credit card orders are accepted by phone .

TO ORDER:

- Choose publications from the Selection side (on reverse) of this order blank.
- Calculate your Subtotal. Transfer the Subtotal amount to Line A below.
- Complete "Ordered By", "Ship To", and "Payment" fields.
- Using check or money order? Make payable to **Department of Administration**.
- Only credit card orders are accepted by phone. A \$2.50 fee applies to these orders.
- For further information, call **608/266-3358**.

ORDERED BY:	SHIP TO (if different):
Name	Name
Organization Name	Organization Name
Street Address	Street Address
P.O. Box	P.O. Box
City, State, Zip	City, State, Zip
Daytime Phone	Daytime Phone

A.	(from Selection page) SUBTOTAL	_____
B.	State tax exempt code (if applicable)	_____
C.	Wis. residents, add 5% sales tax	_____
D.	Add 0.5% county sales tax (if applicable)	_____
E.	Add 0.1% stadium tax (if applicable)	_____
F.	Add \$2.50 credit card fee (if applicable)	_____
G.	GRAND TOTAL	_____

SEND ORDERS TO: Document Sales Unit — DOA • 4622 University Ave. • Madison, WI 53705-2156

Available Wisconsin Job Center publications are listed on the Selection page of this form!

<i>for DOA office use only</i>		PAYMENT: choose one of the following payment options	
Date	Clerk #	<input type="checkbox"/> Check / Money Order payment enclosed. Make payable to Department of Administration	
Order #	Customer #	<input type="checkbox"/> *State Government Customers Only <small>* Customer Use Code for billing purposes * Customer Optional Data (12 char. limit)</small>	
Approval #	New Exp. Date	<input type="checkbox"/> Visa (13 or 16 digits) <input type="checkbox"/> MasterCard (16 digits) <input type="checkbox"/> *P-card (Visa)	CREDIT CARD ORDERS ONLY: call 1-800-DOC-SALE (362-7253) Local: 608-266-3358 \$2.50 fee applies
Amount Paid		Card number	CVC number
Payment Type	CA CH V/MC GSBS FR	Signature	Exp. Date

JOB CENTER Publications Order Blank: Selection

of WISCONSIN

Notice: Document Sales will introduce a convenient online ordering system in 2015. When online ordering becomes available, this order blank will be discontinued. Updates regarding this transition, as released, will be found at <http://www.wisconsinjobcenter.org/publications>.

Stock Number	Number per pkg	TITLE	Description	Price per pkg	Quantity Ordered	Total
4658	25	Thoughts on Resumes	(20 pages, stapled)	13.45		
4814	200	Grooming for Employment	(2 pages)	17.00		
4937	100	Personal Data Record	(brochure sized, folded)	12.45		
4938	100	Registro de datos personales	(brochure sized, folded)	13.35		
5694	200	Turned Down for That Job?	(2 pages)	17.00		
5913	100	Avoid Application Form Errors	(4 pages, folded)	17.00		
6024	50	Resume Worksheet	(4 pages, folded)	8.35		
6951	25	Keys to Successful Interviewing	(16 pages, stapled)	12.80		
6954	25	Telephone Tips and Techniques	(16 pages, stapled)	12.80		
8456	200	Job Search Issues	(2 pages)	17.00		
8459	200	Qualities an Employer Looks for When Hiring	(2 pages)	17.00		
8960	100	Self-Management Skills	(4 pages, folded)	17.00		
8961	100	Transferable Skills	(4 pages, folded)	17.00		
9406	100	Questions, Questions, Questions	(4 pages, folded)	17.00		
9407	200	Informational Interviewing	(2 pages)	17.00		
9413	200	Adjusting to Unemployment	(2 pages)	17.00		
9433	25	Resume Writing – A Basic Guide	(16 pages, stapled)	Out of stock		
9441	200	Life Stress Questionnaire	(2 pages)	17.00		
9442	200	Problem Solving Techniques	(2 pages)	17.00		
9446	100	Employment Skills	(4 pages, folded)	17.00		
9455	200	Networking	(2 pages)	17.00		
9463	100	The Right Words to Use in Your Job Search	(4 pages, folded)	17.00		
9467	100	Where to Look for Job Opportunities	(4 pages, folded)	17.00		
9482	200	Ability to Follow Directions	(2 pages)	17.00		
9484	200	Hidden Elements of Interviewing	(2 pages)	17.00		
9517	200	80% of Job Search Success Depends on Research	(2 pages)	17.00		
9526	200	Prove It!	(2 pages)	17.00		
9530	200	Job Listing Procedures	(2 pages)	17.00		
10041	100	Family Finances: Getting By on Less	(4 pages, folded)	17.00		
14703	100	Wisconsin Veterans: Hire Vet's First	(brochure sized, folded)	Out of stock		
14755	100	WOTC Tax Credit	(brochure sized, folded)	14.90		
15124	200	How to Value Companies	(2 pages)	24.30		
15125	200	How Well Does a Company Fit Your Requirements?	(2 pages)	24.30		
15126	100	Research a Company, And Evaluate Your Future Viability	(4 pages, folded)	19.05		
15619	100	Career and Employment Counseling	(brochure sized, folded)	12.25		
16434	100	JCW -- Need to Find a Job?	(brochure sized)	13.65		
16435	100	JCW -- Need an Employee?	(brochure sized)	13.65		
16734	250	JCW -- Promotional business card	(business card sized)	10.00		
16851	100	On the Job Training	(brochure sized, folded)	15.00		
17512	25	Skill Explorer	(booklet sized, folded)	10.25		

SUBTOTAL

Enter the above amount on Line A on the Payment page of this form