SCHOOL DIPLOMA ORDER FORM

CHRISTIAN LIGHT EDUCATION
PO Box 1212 • Harrisonburg, VA 22803-1212
Phone: 1-877-226-8010 • 540-434-0750 8:30 – 5:00 EST
Fax: 540-433-8896 • *E-mail:* school.support@clp.org

"God's truth equipping God's people to do God's work."

Account Code _____

Person Ordering _____

Order Date _____

Mailing Address

Account Name

Mailing Address

City State Zip

Phone

Shipping Address (if different from mailing)

Account Name

Physical Address (suitable for UPS or FedEx)

City State Zip

Phone

DIPLOMA PRINTING INFO

Student Name	Graduation Date	Diploma Level (check one)				Type (check one)	
		Grade 8	Vocational	General	Academic	CLE	Non-CLE

CLE School Name		School Location (City and State)	
Non-CLE School Name			

CLE DIPLOMAS

May be ordered by schools using at least 50% CLE Curriculum. Imprinted with "Christian Light Education," school name, CLE logo, and the CLE Seal. 8½" x 11".

	CLE School Diploma (CLE prints everything.)		Qty	Each	TOTAL
1	Set-up Fee (1 per order, not 1 per diploma)	847010	1	$12.00	$12.00
	Grade 8 Diploma	847011	×	$3.00	
	High School Diploma	847013	×	$3.00	

	Mixed Pack of 25 (without student name and date)		Qty	Each	TOTAL
2	Number of Packs (25 diplomas per pack)	847030	×	$21.50	

(CLE prints school name, location, and type of diploma.) Grade 8 ____ Academic ____ General ____ Vocational ____ LIST THE QUANTITY OF EACH LEVEL NEEDED.

	Diploma Covers (with "Christian Light Education" imprint)		Qty	Each	TOTAL
3	(Padded maroon outer with white lining)	847005	×	$10.00	

Total _____

NON-CLE DIPLOMAS

May be ordered by any school. Non-CLE diplomas are imprinted with your school name. Blank diplomas (#5) let you fill in all info. 8½" x 11".

	Non-CLE School Diploma (CLE prints everything.)		Qty	Each	TOTAL
4	Set-up Fee (1 per order, not 1 per diploma)	847160	1	$12.00	$12.00
	Grade 8 Diploma	847161	×	$3.00	
	High School Diploma	847163	×	$3.00	
	Certificate	847164	×	$3.00	

	Pack of 5 Blank Diplomas (User fills in everything.)		Qty	Each	TOTAL
5	Grade 8 Diploma	847181	×	$4.75	
	High School Diploma	847182	×	$4.75	

	Diploma Covers (with "Christian Light Education" imprint)		Qty	Each	TOTAL
6	(Flat non-padded maroon outer with white holder inside)	847185	×	$5.00	

Total _____

Payment Method

☐ MasterCard ☐ Visa ☐ Discover

☐ American Express ☐ Cash/Check

_____ - _____ - _____ - _____
Charge Card Number

_____ _____
Exp. Date Signature

Regular USA Rates	
Up to $50.00	$4.95
$50.01-$200.00	8%
$200.01-$500.00	7%
Over $500.00	5%

Regular Can. Rates	
Up to $35.00	$4.95
$35.01-$200.00	13%
$200.01-$500.00	12%
Over $500.00	10%

Total _____

Order Subtotal _____ A

Schools deduct 2% of A for cash – _____ B

VA Tax (based on A) + _____ C

☐ USA Regular (see chart) _____ D

☐ USA Rush (22% of A) minimum charge 4.95 _____ E

☐ Can. Regular (see chart) _____ F

☐ Foreign Regular (20% of A) minimum charge 4.95 _____ G

☐ Pick-up (n/c) **Total** _____ H

Office Use

04-09

Order# & Date _____ Pulled _____ Inv. # _____ Packed _____ Package # _____