

When order is shipped, confirmation will be faxed or e-mailed. See bottom of order form.

PROFESSIONAL TRUCK DRIVER INSTITUTE, INC.  
 555 E. Braddock Road, Alexandria, VA 22314  
 Phone: 703-647-7015; Fax 703-836-6610  
[ptdi@truckload.org](mailto:ptdi@truckload.org)

**CERTIFICATES or SEALS OF ATTAINMENT  
 ORDER FORM**

DATE OF ORDER: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ATTENTION: \_\_\_\_\_ PURCHASE ORDER # \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX or E-mail (for confirming order shipped) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

SHIPPING ADDRESS (Fed Ex, UPS, etc.): \_\_\_\_\_  
 \_\_\_\_\_

To expedite order fulfillment, please (1) order a minimum of six months' supply of certificates and (2) include payment with the order. **Please allow a minimum of 15 days for order to be processed.** Certificates are normally sent by first/priority mail or by UPS ground. For emergency orders, over-night charges will be added to the cost.

TRAINING SITE(S) LOCATION WHERE THEY WILL BE USED	NUMBER ORDERED PER SITE*	SERIAL NUMBERS ASSIGNED THIS ORDER+ (PTDI will assign; school leave blank)
_____	_____	_____
_____	_____	_____

\*If you have multiple courses at one site you may combine the quantity without showing the breakdown of number of certificates per course. However, school must track use of certificates.

FEE: \$2.30 each	Number ordered		Subtotal
Certificates of Attainment		x \$2.30 each	
Seals of Attainment		x \$2.30 each	
			Total:

Please make check payable to PTDI.

<sup>+</sup>Date order received \_\_\_\_\_ <sup>+</sup>Date shipped \_\_\_\_\_ <sup>+</sup>Via \_\_\_\_\_

<sup>+</sup>Payment \_\_\_\_\_

+To be completed by PTDI