

Product Order Form
Monica L. Poe, MVA, GVA
MoPoe & Associatessm

Name: _____ Date: _____

Contact: _____ Phone: _____ Fax# _____

Street: _____ E-mail: _____

City, State, Zip: _____

Item#	Item Description	Quantity	Unit Price	Total
1 Updated 11/13	7 Things You Need to Know Before Becoming a Virtual Assistant (60 Page Workbook) (Note: Available with VA Coaching and Training Sessions Only!)		\$19.95	
2 ISBN:	The Flexible Work-life Guidebook – A Practical Guide to Obtaining the Work That Works for You 978-0-615-87788-4 (85 Page Guidebook)		\$21.95	
	Sub-Total			
	Shipping & Handling will depend on the size of your order. We ship USPS or UPS. [\$4.95, \$10.95 or \$14.95]			
	Sales Tax – IL orders add 7.5 %			
	GRAND TOTAL			

Payment Type: **(check only one)** Sending check MasterCard Visa Debit Card

Make checks payable to: **Monica Poe**

_____ Authorized transaction amount: \$ _____

Purchaser's Signature **(required on all orders)**

If paying by credit or debit card: Card Number _____ Exp. Date: _____
 CVV _____ (three digit number on back of card)

Billing Address on Card **(if different from above)** _____

Mail order form and payment to:

MoPoe & Associates, c/o Monica Poe, MVA, GVA, P.O. Box 6855, Rock Island, IL 61201

E-mail orders to: info@mopoeassociates.com

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