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<b>Step 1</b>	Principal or Administrator completes a <u>Services Application</u> and selects "Pay with Orders."  <b>The Services Application only has to be completed ONCE.</b>
<b>Step 2</b>	Authorized individual completes <u>Order Form</u> , indicating which products and/or services they would like to purchase. Billing information is required if paying by credit card. Otherwise, please select "Check Enclosed" or "Money Order Enclosed."
<b>Step 3</b>	If ordering course(s) a completed <u>Student Information Form</u> (one for each student enrolling) must accompany your Order Form.
<b>Step 4</b>	Fax or Mail completed forms to P.E.N. Please do not send multiple copies of your order as this may cause duplicate orders.

If you have questions, please contact us at (408) 280-1122.