Virginia Tech Employee Software Sales Order Form

Information Technology Acquisitions
Fall 2017

DATE: / /2017	
Employee's Name:	Department:
Va. Tech. Employee ID:	Work Phone:
PID (VT e-mail address):	Home/Other Phone:
Shipping Address:	
City:	State: Zip:

Available to Employees:

Microsoft Windows Vista Ultimate OS Upgrade **(for PC)** $75 _____
Microsoft Project Pro 2010 **(for PC)** $146 _____
Microsoft Project Pro 2007 **(for PC)** $80 _____
Duo D-100 Token (for use with 2-factor authentication) $27 _____
Headphones $7_____

Shipping & Handling   **$7.50 _____**
TOTAL (Virginia State Tax is 5.3%)   **$_____ (+TAX)**

The following software is available by download at no charge: *Mathematica; EndNote; Symantec Anti-virus; Webdrive*

IMPORTANT INFORMATION:

Billing Information
Software and S&H will be billed to the employee's account (through the Bursar's Office) *after* software pick-up!
PLEASE DO NOT MAIL ANY FORM OF PAYMENT TO SOFTWARE DISTRIBUTION!

Return Policy
UNOPENED software may be returned for a full refund within 30 days of the purchase date. Original proof of purchase and Hokie Passport are required.

Exchange Policy
Defective products may be returned for an exact title exchange within 90 days of the purchase date. Original proof of purchase and Hokie Passport are required.