



## Refrigerating Engineers & Technicians Association Certified Operator CARO / CIRO Uniform Patch Order Form

Date \_\_\_\_\_

CIRO PATCH	NAME OF THE CERTIFIED OPERATOR PURCHASING / RECEIVING THESE PATCHES	OPERATOR CERTIFICATE NUMBER*	Price \$7.36	Qty.	Total \$
			\$7.36		
			\$7.36		
			\$7.36		
			\$7.36		
			\$7.36		
			\$7.36		
<b>CIRO PATCH ORDER SUBTOTALS:</b>				QTY	\$
CARO PATCH	NAME OF THE CERTIFIED OPERATOR PURCHASING / RECEIVING THESE PATCHES	OPERATOR CERTIFICATE NUMBER*	Price \$7.36	Qty.	Total
			\$7.36		
			\$7.36		
			\$7.36		
			\$7.36		
			\$7.36		
			\$7.36		
<b>CARO PATCH ORDER SUBTOTALS:</b>				QTY	\$

**Shipping Charges**  
 If your order totals    Add  
 \$ 5-\$99.99                \$9.99  
 \$100-\$199.99            \$18.58  
 More than \$199.99? – Call **RETA**

<b>ADD CIRO AND CARO SUBTOTALS: Total</b>	\$
<b>If delivered in CA - 7.75% tax</b>	\$
<b>Subtotal</b>	\$
<b>Shipping</b>	\$
<b>Rush Order fee \$40</b>	\$
<b>TOTAL ENCLOSED</b>	\$

See the next page for payment and shipping information.

I certify that the RETA Certified Operator patches ordered above will be worn ONLY by the Certified Operators listed in the order form above. Persons who have not met all the requirements for RETA certification may never wear RETA Certified Operator Patches under any circumstances. Doing so is an actionable violation of the RETA Code of Conduct. Reports of non-qualified persons claiming to be certified are investigated by RETA Headquarters. Names of persons and companies found in breach of the RETA Code of Conduct are posted on the RETA Website while under sanction. Orders will not be fulfilled without this certification.

\_\_\_\_\_  
Signature of purchaser / certifier

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of purchaser / certifier

\* Every certified operator is assigned a unique certificate number for each level of certification. The registration number for whom the patches are being ordered is required. The registration number is found at the lower right corner of the operator's certificate issued when they achieve their credential. Orders will not be fulfilled without verified registration credentials.

- Effective 05/31/2011

<b>Shipping Charges</b>	
<b>If your order totals</b>	<b>Add</b>
\$ 5-\$99.99	\$9.99
\$100-\$199.99	\$18.58
<b>More than \$199.99? – Call RETA</b>	

### 3 Easy Ways to Order



**FAX** the order form to  
831-455-7856 Attention:  
Product Orders (credit cards and  
purchase orders only)  
**No Rush Orders**



**MAIL** the order form to  
RETA: Product Orders  
PO Box 1819  
Salinas, CA 93902  
**No Rush Orders**



**SCAN** and Email the order to RETA.  
DO NOT include Credit Card  
information – we will call you to protect  
your information.

## Payment

- Check (enclosed) payable to RETA (in U.S. funds)  
 Bill to Purchase Order No. \_\_\_\_\_  
 MasterCard    Visa    AMEX    Discover

Account No. \_\_\_\_\_

Exp. Date \_\_\_\_\_

SECURITY CODE # (Required) \_\_\_\_\_

Billing Address: (Required to process the card transaction)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

In the event of a miscalculation, I authorize RETA to charge to the  
above-named credit card an amount reasonably deemed by RETA to  
be accurate and appropriate.

Signature \_\_\_\_\_

May we send you a receipt?    yes    no

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**IF you are ordering by email** – Provide your phone number so we  
can call you to take the credit card information:

Phone No: \_\_\_\_\_

### **Billing Address when using a Purchase Order:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address  Home  Office \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone  Home  Office \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### **Shipping** ( No Post Office Box Addresses )

Name \_\_\_\_\_

Company \_\_\_\_\_

Address  Home  Office \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone  Home  Office \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

*Please allow 2 weeks for delivery of merchandise. All orders are shipped best way ground or First Class Mail unless you request another shipping option and pay an additional fee. For more information, call 831-455-8783.*

### **Please check to make sure the following items have been completed.**

- Date
- Quantity and total for each patch type ordered
- Correct name and certificate registration number for each person represented in this order (required to fill orders)
- Shipping and handling charges and total shown in appropriate spot
- Shipping and billing information filled out with a contact name
- Payment option checked, credit card number, expiration date, authorization code, and name as it appears on the card
- If using purchase order, make sure number is on the form or your PO is attached with order form.

**RETA cannot accept verbal PO numbers.**