

# PETEX Ordering Instructions

To order PETEX reference manuals and training aids:

Visit PETEX online at [www.utexas.edu/ce/petex](http://www.utexas.edu/ce/petex) and fill out the easy order form.

Call 800.687.4132 or 512.471.5940.

e-mail [petex@www.utexas.edu](mailto:petex@www.utexas.edu).

Fax order form on the following page to 800.687.7839 or 512.471.9410.

Mail order form to

The University of Texas at Austin  
Petroleum Extension Service  
1 University Station, R8100  
Austin, TX 78712-1100.

When payments accompany orders, most are shipped on the same day they are received.

## DISCOUNTS

A 10% discount is given to customers ordering 25 or more copies of the same publication on one order. Special discounts are available to resellers for bulk orders (200 or more copies of the same title).

*Prices are subject to change without notice.*

## DELIVERY

All items in stock are usually shipped the same day. Additional delivery time might be required for items not regularly stocked.

Special shipping arrangements or expediting orders can be made by calling 800.687.4132 or 512.471.5940. All shipping charges must be paid by the customer. Deliveries within Texas require 7.25% sales tax or an exemption certificate. Walk-in customers pay 8.25% sales tax. Sales tax rates are subject to change without notice.

Materials are shipped FedEx and require a street address. Please no P.O. Box numbers.

Other shipping arrangements can be made upon request. *We make every effort to ensure same-day shipping.*

## COPYRIGHTS

All reference manuals and training aids distributed by PETEX are copyrighted by The University of Texas at Austin. Reproduction, alteration, or translation of any publication, video, or digital product without the written consent of PETEX is strictly prohibited.

## REPLACEMENT POLICY

*No returns unless materials are damaged.* Please examine your order carefully upon receipt. Returns of damaged materials must be made within 14 days of delivery. Contact our customer service office immediately if materials are damaged to receive return authorization: 800.687.4132 or 512.471.5940, fax 800.687.7839, or e-mail [petex@www.utexas.edu](mailto:petex@www.utexas.edu).

*Returns of damaged materials must be made within 14 days.*

## METHODS OF PAYMENT

For orders delivered in the United States, PETEX accepts the following credit cards:

- American Express
- MasterCard
- Visa

For price quotes, please contact our customer service office at 800.687.4132 or

512.471.5940, fax 800.687.7839 or 512.471.9410, or e-mail [petex@www.utexas.edu](mailto:petex@www.utexas.edu).

For international orders, payment must be received before the order is shipped.

Remittance must be in U.S. dollars. Any bank handling charges must be paid by the customer. All checks and wire transfers must be in U.S. dollars and must be drawn on a U.S. bank. No foreign checks can be accepted. *All international customers are responsible for their own customs fees, duties, and taxes.*

## Training Videos

### Videos

All videos are offered in DVD and Video on Demand (VOD) formats.

### Video Transfers

Each video transfer is made from a set of 35-mm color slides with added sound and a script.

Some programs also include a workbook or an instructor guide, as noted in the program description. To order only scripts, workbooks, or instructor guides, give the catalog number and title of the video-transfer program, then add the term that applies. Prices are listed below:

- Illustrated Script \$10
- Nonillustrated Script \$10
- Workbook \$10
- Instructor Guide \$10

## Drilling Correspondence Course Registration Procedures

To register for the Drilling correspondence course, complete the registration form below and mail with payment to our Austin office, or order online at <http://www.utexas.edu/ce/petex>. Make checks payable to *The University of Texas at Austin*. Remittance must be in U.S. dollars.

## CORRESPONDENCE COURSE REGISTRATION FORM

(This form is not to be used for enrollment in PETEX Training Courses.)

*Please print in ink or type. Provide all information requested.*

Registering for the Drilling Correspondence Course, pg. 33

Name \_\_\_\_\_  
(First) (Middle) (Last)

Address \_\_\_\_\_  
(Street) (City)

Address \_\_\_\_\_  
(State) (Country) (Zip/Postal Code)

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Enclosed is a check or money order payable to *The University of Texas at Austin* in the amount of \$ \_\_\_\_\_ for:

- Tuition per student (U.S. address). Texas residents add 7.25% sales tax. Walk-in customers pay 8.25%.
- Tuition per student (outside U.S.). *Tuitions paid by wire transfer will be invoiced a \$50 bank processing fee.*

