

## TMCEC RESOURCE MATERIALS PRICE LIST AND ORDER FORM FOR MUNICIPAL COURTS

Qty	Cost	Title	Extended Price
_____	<b>\$5.00</b>	CD-ROM Forms Book and Bench Book (January 2017)	_____
_____	<b>\$10.00</b>	Texas Class C and Fine-only Misdemeanor	_____
_____	<b>\$10.00</b>	Best Practices in Court Security	_____
_____	<b>\$10.00</b>	Essential Spanish For The Municipal Courts	_____
_____	<b>\$10.00</b>	Judges' Quick Reference Trial Handbook (February '18)	_____
_____	<b>\$25.00</b>	TMCEC Bench Book (2017)	_____
_____	<b>\$25.00</b>	TMCEC Forms Book (2017)	_____
_____	<b>\$25.00</b>	The Municipal Judges Book (Coming March 2018)	_____
_____	<b>\$25.00</b>	Level I Clerks Certification Study Guide (January 2017)	_____
_____	<b>\$25.00</b>	Level II Clerks Certification Study Guide (January 2017)	_____
_____	<b>\$35.00</b>	The Recorder - Annual Subscription	_____
_____	<b>\$50.00</b>	Texas Criminal Law and Traffic Manual (Judicial Edition Code Book)	_____
_____	<b>\$5.00</b>	An Introduction to Municipal Courts and the Texas Judicial System (CD)	_____
_____	_____	Other:	_____
_____	_____	Shipping Charges	_____
_____	_____	<b>TOTAL:</b>	_____

**\* Please complete the sales tax exemption form and submit to TMCEC.**

Name: \_\_\_\_\_  
 Court: \_\_\_\_\_  
 Court Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Court Telephone Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_  
 Email Address: \_\_\_\_\_

### TMCEC Shipping Charges:

For Orders Totaling:	Please add:
\$0 - \$25	\$3.95
\$25.01 - \$50	\$5.95
\$50.01 - \$75	\$8.95
\$75.01 - \$100	\$10.95
\$100.01 - \$150	\$12.95
\$150.01 - \$200	\$14.95
\$200.01 plus	\$16.95

Standard delivery within 4-6 business days  
for in-stock items

### CREDIT CARD PAYMENT INFORMATION:

- MasterCard  
 Visa

Credit card number:

Expiration Date: \_\_\_\_\_

CVC # (on back of card): \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Name as it appears on card (print clearly):  
 \_\_\_\_\_

Amt to be Charged (total above): \_\_\_\_\_

Authorized signature:

*All orders must be prepaid.*

*Make checks payable to Texas Municipal Courts  
Education Center.*

**Send order to:  
 Texas Municipal Courts Education Center  
 2210 Hancock Drive  
 Austin, Texas 78756  
 Fax: 512.435.6118**

# Texas Sales and Use Tax Exemption Certification

*This certificate does not require a number to be valid.*

Name of purchaser, firm or agency (Court)	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: Texas Municipal Courts Education Center

Street address: 2210 Hancock Drive City, State, ZIP code: Austin, TX, 78756


Description of items to be purchased or on the attached order or invoice:  
**TMCEC Publications**

Purchaser claims this exemption for the following reason:

**Educational materials for use in courts**

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

	Purchaser	Title	Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.