



TEXAS ALCOHOLIC BEVERAGE COMMISSION
ORDER & INVOICE FOR SELLER/SERVER TRAINING
CERTIFICATE BOOKS

INSTRUCTION: Prepare an original and two (2) copies of this form. Retain the last copy of the form in your files. Forward the original and one (1) copy to:

ATTN: TAX DIVISION
TEXAS ALCOHOLIC BEVERAGE COMMISSION
P O BOX 13127
AUSTIN TX 78711-3127

Questions and requests should be made to (512)206-3341. If picking up your order, please fax it to (512)206-3321.

A completed copy of this form will be returned to you along with the Trainee Certificates. When issuing these certificates all information must be printed in BLACK ink with the exception of the signature of the Trainer issuing the card. Each certificate must be filled out completely. Be sure that the back cover separator is placed behind the school's yellow copy for the carbon to work properly. The school's copies must remain in the booklet. The school's copies of the trainee certificates issued and voided are a permanent record and must be kept. These records must be maintained on the school's premises for examination by any representative of the Commission. Voided certificates are not refundable. Schools should not issue duplicate or replacement certificates for lost certificates. An individual who needs a duplicate certificate must request Form ST-412 (Certificate Reprint Request) from the Seller Training Section of the Texas Alcoholic Beverage Commission at (512) 206-3420.

DATE OF ORDER SCHOOL NUMBER
SCHOOL NAME
STREET ADDRESS CITY
MAILING ADDRESS CITY ZIP CODE

*****CERTIFICATE BOOKS*****

NUMBER OF TRAINEE CERTIFICATES ORDERED (IN MULTIPLES OF FIFTY (50) CERTIFICATES ONLY)
MULTIPLY BY STATE FEE X \$2.00
PAYMENT DUE WITH ORDER \$

NOTE: Trainee Certificates must be ordered in multiples of fifty (50). Payment of the amount due must accompany this order and must be payable to the Texas Alcoholic Beverage Commission.

Telephone Number () - Signed School Officer Signature and Title

FOR OFFICIAL USE ONLY (CERTIFICATE BOOKS)
Date Invoice Number Register No.
From Certificate Number Thru Certificate Number Quantity
Amount Received \$ T.A.B.C. Representative