

Teacher/Staff Order Form and Agreement
Manitoba School (s) and Division (s) Work at Home License
Microsoft Partners Program
Distributed By: The Manitoba Text Book Bureau

Name: _____
 School: _____
 School Address: _____
 Day Time Contact Phone Number or email : _____
 Division: _____

Work at Home Products: Limit one copy per title per employee

			ock#		all taxes included
Office Mac 2008	DVD	English	5475	___ @	21.00 = _____
Office Pro Plus 2010 (Win32/64 bit)*	DVD	English	12040	___ @	21.00 = _____
Office Pro Plus 2010 (Win32/64 bit)*	DVD	Francais	12090	___ @	21.00 = _____
Windows 7 Pro – Operating System (32-bit)**	DVD	English	5489	___ @	21.00 = _____
SUB-TOTAL					_____

**includes Word, Excel, Power point, Outlook, Publisher, Access, Info Path, Sharepoint, One Note, Communicator and more (see internet for detailed information).*

*** a 64 bit operating system is available by special request, please note your request on the form beside the line.*

The product will be bulk shipped to your school once per month in a group package.

Or – I have included an additional **\$3.00 each**, total **\$24.00 each** for quick ship direct to the address below.

Special Shipping _____ @ 3.00 = _____

TOTAL PAID \$ _____

Check or Credit Card Payment accepted for the total due.

Check* ___ MC/Visa # _____ expires _____

payable to Manitoba Text Book Bureau (\$25.00 fee on all NSF cheques)

Return to: MTBB, Box 910, Souris, MB R0K 2C0 or Fax 204.483.5041 or your school may be collecting them and submitting a group package.

Acceptable Use Policy

I certify that I am an employee of the Division indicated above, and as such I am eligible to purchase the **Microsoft Work at Home Rights** for the above software. I understand that I have the right to run one copy of this product on a home PC that I own or lease, **for school-related purposes only and that I will adhere to the following terms and conditions;**

Terms and Conditions for Work at Home Rights

The right to run the software is limited as follows:

1. You may not separate the components of software made up of multiple components by running them on different computers, by upgrading or downgrading them at different times or by transferring them separately, except as otherwise provided in the product use rights.
2. You may not rent, lease, commercially host or lend any copy of the software.
3. You may not reverse engineer, decompile or disassemble the software
4. You may not make copies of the software and distribute them on media to your student users or others.
5. You are eligible to run an upgrade version of a Windows operating system if you have a valid license for any previous Microsoft operating system or Macintosh operating system.
6. You are not licensed to use the Software for personal purposes.
7. You must remove the Software from your machine at the time of agreement expiration, termination or if you leave the employ of the school division.

Signed _____ Staff Member

I verify that the applicant is an employee of the School Division as indicated above.

Signed _____ Principal or Vice-Principal

Print name _____

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**** All sales final – non-refundable Any technical support must be obtained from other sources** MTBB does not provide technical support****