

Online Order Procedure

Online ordering is easy with our new online ordering site powered by ePOS. Find your items easily by browsing the options in the top header or the left side navigation bar. Once you've added your items to you the shopping cart, proceed to check out.

If you are not finding what you are looking for and have the product number, you can enter the number or product name in the search box at the bottom of the page.

How to check out:

1. Select a payment option:

- credit card,
- pay by mail –if you have an account set up with us, we can invoice you and you can pay by mailing in a check;
- pay at pickup (check or exact cash only, call to set up time)

2. Select a delivery option: UPS/pickup.

3. Enter appropriate billing and shipping and/or contact information.

- If an instructor name/organization is not used in the order please enter this in the "Customer Notes" box.
- If paying dues for instructors, include the name(s) in the "Customer Notes" box.
- If you are tax exempt, as a reminder, please also add this in the "Customer Notes" box.

4. Enter appropriate payment information.

5. "Place Order" to submit your order. If you pay by credit card your card is not charged until we process your order for pickup or shipping. You will receive a preliminary email stating your order was placed. This is not your final statement.

6. Once we process your order, you will receive a final emailed sales receipt/invoice from the MRTC, confirming the order has been processed. If you paid by credit card, your card is charged at this time not when you placed your order.

7. The final Sales Receipt or Invoice will come via email from the MRTC. This will take into account tax exempt status or any other modifications you requested to your order. The online ordering site receipt of order is not the final receipt. It just verifies your order was received.