

Texas Adaptive Communication Devices

Instructions for mail order

1. Place your order:

- You can place the order online at STAPtx.com.
- You can call or text 832-731-6235, or email heather@STAPtx.com your order.
- You can use attached Order Form, and fax to 713-292-1784

2. Mail these items to **TxACD, 1907 Lavaca St Friendswood, TX 77546.**

- Your voucher – send **blank and unsigned.**
- Money for shipping
- Extra money if the item you choose cost more than your voucher value.

Shipping Prices	
iPad or Tablet shipping	\$30
Phone or iPad Mini shipping	\$25

3. Once we receive your voucher, we will package your device and ship it to you by USPS Priority Mail with Restricted Signature Required.

- **YOU ARE THE ONLY PERSON WHO CAN SIGN FOR THE PACKAGE WHEN THE MAIL MAN DELIVERS IT.**
- If you miss the delivery, you can pick it up at your Post Office or schedule a redelivery at <http://redelivery.usps.com/redelivery>.

Mail Order timeline				
Day 1	Day 3	Day 5	Day 6	Day 8
You mail the voucher to TxACD	We receive the voucher and we order your device.	We receive your device in the mail.	We ship your device to YOU!	Your device is delivered by USPS 2-day Priority Mail

Mail Order timeline

Day 1	Day 3	Day 5	Day 6	Day 8
You mail the voucher to TxACD	We receive the voucher and we order your device.	We receive your device in the mail.	We ship your device to YOU!	Your device is delivered by USPS 2-day Priority Mail