

# Order Form

## Professional Legal Training Course (PLTC) Practice Material

# Law Society of British Columbia

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9  
Telephone: 604.669.2533 | Toll-free in BC: 1.800.903.5300  
Fax: 604.646.5907 | TTY: 604.443.5700  
Website: www.lawsociety.bc.ca

**Note:** If you will be attending PLTC, **do not order** the Practice Material as it is included in your course materials. PLTC will provide you with your course materials on the first day of class.

Please return this form by email to [pltc@lsbc.org](mailto:pltc@lsbc.org) (subject line: PLTC Practice Material Order), or by mail with payment to the attention of: PLTC Practice Material Order, Professional Legal Training Course, Law Society of British Columbia, 845 Cambie Street, Vancouver, BC V6B 4Z9.

PART A: Applicant Information		
Last name		First name
Firm		
Mailing address		
City	Province	Postal code
Telephone ( )		Email
Indicate for which purpose you require the <i>Practice Material</i> : <input type="checkbox"/> Transfer <input type="checkbox"/> Requalification <input type="checkbox"/> Reinstatement <input type="checkbox"/> Other—Please specify:		
Will you be writing an examination? <input type="checkbox"/> Yes—Qualification <input type="checkbox"/> Yes—Transfer <input type="checkbox"/> No		
If yes, when will you be writing the examination? (MM/DD/YYYY)		
PART B: Order Information		
The price for the PLTC <i>Practice Material</i> is \$300, plus \$25 for shipping and handling, plus 5% GST. If you pick up the <i>Practice Material</i> yourself, the \$25 shipping and handling charge is not applicable. <input type="checkbox"/> Please send the PLTC <i>Practice Material</i> to me. I enclose payment for \$341.25 (\$300 plus \$25 for shipping and handling plus \$16.25 GST). <input type="checkbox"/> I will arrange to pick up the <i>Practice Material</i> myself. I enclose payment for \$315 (\$300 plus \$15 GST). I will pick-up at the Law Society of BC Building (address and phone numbers at top right of form).		
PART C: Payment		(Orders must be prepaid. Cheque/money order, credit card or online banking only.)
<input type="checkbox"/> Cheque/money order enclosed (payable to <b>The Law Society of BC</b> ) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Online Banking (for LSBC members only)		
Credit card number	Expiry date (MM/YY)	Name on Card
<input type="checkbox"/> Firm Card <input type="checkbox"/> Personal Card		
Signature		
Online Banking instructions: • Pay online through your financial institution via bill payment (not e-Transfer). • Enter your <b>6-digit</b> Member ID/Student ID (add leading zeros if needed) as your LSBC account number. Do not use your invoice number. • LSAP, Temporary Articles and Transfer applicants who have not been assigned an ID should use 111111 as your LSBC account number. • Allow 3-5 business days from the date of payment for processing.		