

**Bill to:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Ship to:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Phone #** \_\_\_\_\_  
**email** \_\_\_\_\_

**Title** \_\_\_\_\_  
**Fax #** \_\_\_\_\_

## Ordering Method

- P. O. # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Do not exceed \$ \_\_\_\_\_  
 Reserve titles, await confirmation  
 Firm order, no purchase order required

## Processing Services

- No processing services or MARC records  
 MARC records only  
 Free processing package or  Use processing on file  
      Use bar code range on file  
      Starting bar code number \_\_\_\_\_  
      Check if bar code number requested is lower than previous number because you are filling in gaps.  
      Contact me. My automated system has been upgraded or changed since my last order.  
 New build your own processing attached (Complete pages A-F as appropriate)

## Payment Method

- Send invoice                       Check enclosed                       Credit card

For security purposes: Do not disclose card information. We will contact you by telephone to acquire this information.

## Shipping

Free shipping (Allow extra time for new Spring and Fall titles.)

- Standard (Ship immediately, continue to ship as available. Backorders are canceled 60 days from the date the order is received.)  
 or  
 Special handling Number of shipments \_\_\_\_\_ Date order must be completed \_\_\_\_/\_\_\_\_/\_\_\_\_  
 No shipments between these dates \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (summer, holidays, etc.)  
 Send a Replacement Catalog



Bound to Stay Bound Books  
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 Fall 2021

(Prices subject to change without notice.)



