

# Order Form

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## Mail, Call, Fax, or E-Mail Order To:

ReferencePoint Press  
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E-Mail: [orders@referencepointpress.com](mailto:orders@referencepointpress.com)

## Ordering Online

### Go to [www.referencepointpress.com](http://www.referencepointpress.com)

You can build or save lists and order online with a credit card or a PO# from your institution. If you wish to order using a PO#, select "check" in the payment method menu when checking out. To order we will need your billing and shipping information.

### Guarantee and Return Policy

ReferencePoint wants you to be satisfied! Your order comes with our 60-day guarantee. If for any reason you are not completely satisfied with your purchase, you may return it for credit within 60 days from the date of the invoice. Please contact us by phone or e-mail to submit your return. Returns must be shipped to our warehouse within 60 days with a copy of your invoice. Credit will be applied to your account or a refund will be issued only after we receive confirmation that the books received are in saleable condition. Please use a traceable shipping method; we are not responsible for lost orders. Shipper must pay shipping charges for returns.

### Library Processing

Full processing and MARC records are available. Please go to [www.referencepointpress.com](http://www.referencepointpress.com) for the full order form. Please allow 2-4 weeks for delivery, depending on services ordered.

### Shipping Policy

You can trust that your order will be quickly processed and safely delivered. We ship products anywhere in the United States using UPS ground. Our standard delivery time is typically 1-2 weeks. Our shipping charges are based on 8% of your total order not including applicable taxes. There is a \$10 minimum charge for shipping/handling. Some products cannot be shipped to international destinations; please contact us if you would like to discuss international ordering options.

### Privacy Policy

We respect your privacy. Any and all information collected will be kept strictly confidential and will not be sold, disclosed to third parties, or reused without your permission. Any information you give to us will be held with care and will not be used in ways to which you have not consented.

### Pricing

Prices in this catalog include a 25% discount for schools and libraries.

Federal ID: 204642071

Available from most wholesalers

## Looking for a Sales Representative in your area?

Please contact:

J. Appleseed Publisher's Co-op  
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## Ship To:

Attention \_\_\_\_\_  
Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

## Purchase Order # \_\_\_\_\_

## Bill To:

Attention \_\_\_\_\_  
Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

## Credit Card Information:



Name on Card \_\_\_\_\_  
Card Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_ (mo/yr)  
CSC \_\_\_\_\_ (found on back of card)

TITLE	ISBN	COST

SUBTOTAL \$ \_\_\_\_\_  
(8% of subtotal/min. \$10.00, AK and HI customers call for quote) SHIPPING \$ \_\_\_\_\_  
(CA customers add applicable tax) SALES TAX \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

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