

### **Order Form**

- 15% discount for members\*
- 20% discount on orders of five or more copies of a single title\*\*

### **Ordering Procedures**

# Mail this order form to:

The College Board Publications Customer Order Support P.O. Box 7500 London, KY 40742-7500

#### Or fax anytime to:

888-321-7183 (institutional purchase order above \$25)

#### Or phone:

800-323-7155 to place credit card orders. (M–F 8:30 a.m. to 6 p.m. ET)

- Please specify title(s) and item number(s) when ordering. Use all capital letters in blue or black ink.
- Do not use P.O. Box numbers.
- Payment must accompany all orders.
- Orders of five or more of a single item will receive a 20% discount.
- College Board members receive a 15% discount on selected items (unless otherwise specified).
- Discounts may not be combined.
- Prices and discounts are subject to change without notice.
- Institutions wishing to claim state sales tax exemption must provide a valid sales tax exemption certificate at the time of ordering. Please email, fax, or mail the form along with your order.
- We will issue a refund of the product price for any product returned in original condition within 30 days of the billing date on the invoice.
- Please note that shipping charges are not refundable.
- Please do not mail confirmation of faxed orders to avoid duplication.

Primary Contact Information						
Institution						
Name						
Title						
Street Address (No P.O. Boxes)						
City		State ZIP				
Phone	Email					

Order Toll Free: 800-323-7155

\*Your membership status will be verified by our staff during processing.

<sup>\*\*</sup>This discount does not apply to the Counselor set. Discounts may not be combined.



## Order Form (continued)

## **Items Requested**

Book or Set Title	Item#	Price Each	Quantity	Subtotal
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
			Subtotal:	\$

	Subtotal Amount Charge	\$0- \$20	\$20.01- \$40	\$40.01- \$70	\$70.01+ ADD 10%				
	Shipping Charges	\$7.00	\$8.00	\$9.00	of total order				
						Less discount, if applicable:	\$		
	<ul> <li>Shipping Charges</li> <li>Allow two weeks from receipt of order for delivery.</li> <li>Additional shipping is charged on all orders requesting faster shipment than UPS ground rate.</li> </ul>					Shipping and Handling:	\$		
						Sales Tax: (CA, CO, CT, DC, FL, GA, IA, IL, IN, LA, MA, MD, ME, MI, NC, NM, NY, OH, PA, PR, SC, TN, TX, VA, WA, Canada)	\$		
						GRAND TOTAL:	\$		

## **Method of Payment**

Check made payable to: The College Board		
<ul> <li>An institutional purchase order (above \$25).</li> </ul>	Card Number	Exp. Date
○ MasterCard ○ Visa		
American ODiscover Express		
	Cardholder's Signature	Date

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