Great Books Order Form

Great Books Foundation
A nonprofit educational organization

DATE OF ORDER: _____

BILL TO (please print):

Name

Organization

District

Street Address

City/State/Zip

( )
Daytime Telephone

E-mail

SHIP TO (if different from billing information):

Name

Organization

District

Street Address

City/State/Zip

( )
Daytime Telephone

PAYMENT (check one):

☐ Check ☐ Purchase Order*
☐ VISA ☐ MasterCard ☐ Discover

Credit Card Number

Expiration Date

Cardholder Name

Signature

P.O. Number (if applicable)

Make checks payable to: The Great Books Foundation

- **ORDER BY PHONE:** 800-222-5870
  M–F, 8 a.m.–5 p.m., Central Time
- **FAX YOUR ORDER:** 312-407-0224
- **MAIL YOUR ORDER:**
  The Great Books Foundation
  35 East Wacker Drive, Suite 400
  Chicago, IL 60601-2105
- **ORDER ONLINE:** **www.greatbooks.org**

*School and bookstore orders require a written purchase order form if not paid in advance by credit card or check.

CODE	TITLE/DESCRIPTION	QUANTITY	PRICE	TOTAL

Prices effective July 1, 2010.
Prices are subject to change without notice.

Terms
Net 30 days from date of invoice. No CODs.

Shipping and Handling
Please allow three weeks for delivery of your order. All items will be shipped UPS ground unless other instructions are received. UPS requires a street address for delivery; no P.O. box numbers, please. There will be an additional charge for rush or international orders.

Shipping Charges
Shipping charges are 8% on material list prices, minimum $4.50 per order.

Sales Tax
If you are from one of the following states, add applicable state taxes: AZ, CA, CO, DC, GA, IL, MD, MI, NC, OH, TX, UT, WA.

Additional Information
If you need state tax information, an ISBN, or a NYSTIL number, please call 800-222-5870.

Returns
Authorization for return of unopened materials for credit must be secured from our customer service department. Please call us at 800-222-5870. Returns must be received in resalable condition within 30 days for individuals and 90 days for schools.

Subtotal $ _____

Add sales tax $ _____

Add shipping $ _____

Grand Total $ _____