ORDER FORM

If you are ordering from Asia, please see page 56 for distributor information.

Ballard & Tighe

Mail orders and checks to:
Ballard & Tighe, Publishers
P.O. Box 219
Brea, CA 92822-0219

Fax orders to:
Ballard & Tighe at
1-714-255-9828

Call in your order to:
Ballard & Tighe at
1-800-321-4332;
International customers
1-714-990-4332

REQUIRED INFORMATION

Date: .....

Ordered by: .....

Title: .....

School District: .....

County: .....

E-mail: .....

Bill to: .....

Attn: .....

.....
Street

.....
City

.....
State Zip

Purchase order #: .....

If an individual is ordering, a check must accompany order, or you may use your VISA/MasterCard *(circle one)*.

VISA/MC: .....

Exp. date: ..... 3-digit Security Code: .....

Name on card: .....

Phone: (.....) .....

Ship to: .....

Attn: .....

.....
Street

.....
City

.....
State Zip

QUANTITY	CATALOG #	DESCRIPTION	UNIT PRICE	TOTAL

Please review your purchase order carefully. Errors in ordering cause delays in processing. See return policy on page 57. If you need assistance in placing your order, please contact your Educational Sales Consultant or call Ballard & Tighe at **1-800-321-4332.** International customers please call **1-714-990-4332.**

Special Instructions:

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	Total	
	Sales Tax as appropriate (CA & WA only)	
Shipping & Handling as a % of Total, not including sales tax **Choose One**	**UPS Ground Service: (minimum $6.50)** West of Mississippi River: 7½%* East of Mississippi River: 10% *	
	UPS 3rd Day Select: 12%* **(minimum $9.00)**	
	UPS 2nd Day Air: 15%* **(minimum $13.00)**	
	Next Day Air: 20%* **(minimum $27.00)**	
	Grand Total	

For faster service, see Shipping & Handling choices above. Please note minimum shipping charges.

*These charges are approximate. If percentages noted above do not cover actual shipping charges, actual shipping plus handling will be charged. AK, HI, and foreign orders will be billed actual shipping charges plus handling.

ALL ORDERS F.O.B. SHIPPING POINT. Destination orders will not be accepted and will be returned. Please add Shipping & Handling charges as specified so that the order may be shipped promptly.

Most orders are shipped within five working days after receipt and verification.