

# Order Form

This form may be photocopied

Date \_\_\_\_\_ Purchase Order Number \_\_\_\_\_

**SHIP TO** (Name & Dept) \_\_\_\_\_

School \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Street Address \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip + 4 \_\_\_\_\_

**BILL TO** (Name & Dept) \_\_\_\_\_

School \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Street Address \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip + 4 \_\_\_\_\_

E-mail Address \_\_\_\_\_

**PAYMENT METHOD**

Bill my school/organization (information above) Credit Card # \_\_\_\_\_

Enclosed is my check/money order CVV Code \_\_\_\_\_

(3-digit number on the back of your card following your credit card number)

Charge to VISA  Charge to MasterCard Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Order Number	Description	Quantity	Price Each	Total

**SHIPPING AND HANDLING CHARGES:**

In the continental U.S.: 10%  
 Alaska and Hawaii: 15%  
 Other Countries: Actual shipping charges will be billed  
 (call or FAX for an estimate)  
 Minimum \$1.00 shipping on orders under \$10.00

Total from above \_\_\_\_\_

Shipping & Handling \_\_\_\_\_

Subtotal \_\_\_\_\_

**MINIMUM ORDER \$5.50 FIRM**

Prepayment required on orders under \$35.00, including shipping & handling  
 Prices subject to change. Payment in U.S. currency only.

NY sales tax, if non-exempt,  
 on the subtotal \_\_\_\_\_

Grand Total \_\_\_\_\_

Chronicle Guidance Publications, Inc.  
 66 Aurora Street  
 Moravia, New York 13118-3569

*Thank you for your order!*

Customer Service: 1 800 622-7284 or (315) 497-0330  
 FAX: (315) 497-0339  
 E-mail: CustomerService@ChronicleGuidance.com

Visit our Web Site and Online Catalog at [www.ChronicleGuidance.com](http://www.ChronicleGuidance.com)