

GUILFORD

Mail Order Form

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Attn: Order Department
Guilford Press
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1 PLEASE PRINT ALL INFORMATION

Promotional code: (if known)	TSF24	Guilford Account # (if known):	
Institution:			
Address: (UPS will not deliver to a P.O. box)			
Apt./Rm. No.:			
City:		State:	
		Zip Code:	
Daytime Phone Number:	To be used only if there is a question about your order.		
Email Address:			
You will be sent a shipment confirmation. Your email address and/or phone number will <u>not</u> be released to any third party.			
This address is for (select one):			
Individuals	Institutions	Libraries	Schools
<input type="radio"/> Individual (not a Professor)	<input type="radio"/> Hospital (non-VA)	<input type="radio"/> College/University Library	<input type="radio"/> K-12 School Professional
<input type="radio"/> College/University Professor	<input type="radio"/> VA Hospital/Clinic	<input type="radio"/> Public Library	
	<input type="radio"/> Other Government Agency		
	<input type="radio"/> Other Institution		

2 PLEASE SEND

<u>Qty.</u>	<u>Title</u>	<u>Price</u>	<u>Amount</u>
REGULAR Shipping: <ul style="list-style-type: none">Regular shipping (via Media Mail, 1 to 3 week delivery): \$5.00 first item, \$2.50 each additional.Premium shipping via USPS Priority Mail: \$10.00 first item, \$4.00 each additional.Canada (via CanPar): U.S. \$10.00 flat charge per orderInternational: \$12 per item.		Shipping (See left)	
RUSH Shipping: <p>Rush orders are processed Monday through Friday (except national holidays). We must receive your order by 12:00 (noon) Eastern Standard Time in order to process your order that same business day. Orders received after 12:00 will be shipped the following business day.</p> <ul style="list-style-type: none">USPS Next Day Express: \$35.00 first, \$5.00 each additionalUPS Next Day Red: Rate variable; please call for a quoteUPS Second Day: \$24.00 first, \$4.00 each additional (AK, HI, PR add additional \$10.00 per rush order)Canada: Federal Express Next Day: Rate variable; please contact customer service by phone at (800) 365-7006 for a quote.Rush shipping is not available on international orders.		Rush Shipping (If applicable, see left)	
		Subtotal	
		Sales Tax (CA, IN, MA, MD, NC, NJ, NY, PA, & WI Residents Only. Canada add GST)	
		TOTAL	

3 MAILING PREFERENCES

- ☐ Send me emails offering exclusive discounts on new titles.
☐ Send print brochures offering exclusive discounts to my billing address.

4 METHOD OF PAYMENT

<input type="radio"/> Check or Money Order Enclosed	Full payment by check or money order should accompany all orders from individuals. Official institutional purchase orders accepted on a net 30, FOB NY basis.
<input type="radio"/> Institutional P.O. Attached	
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