

ORDER FORM

WISCONSIN CENTER FOR EDUCATION RESEARCH

CENTER DOCUMENT SERVICE

University of Wisconsin-Madison
 242 Educational Sciences Building
 1025 W. Johnson Street, Madison, WI 53706-1796
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FAX: 608 - 263-6448

Date	_____
Telephone #	_____
Fax #	_____
VISA/M.C.#	_____
Exp. Date	_____ AP# _____
PO#	_____ Receipt# _____

Phone orders accepted only if VISA or MC

PLEASE READ THE BACK OF THIS FORM ON "HOW TO ORDER" BEFORE COMPLETING THIS FORM.

BILLING ADDRESS (If different from shipping address)
 (Please Print)

Name _____

Institution _____

Address _____

City _____ State _____ Zip Code _____

SHIP TO ADDRESS (Please Print)

Name _____

Institution _____

Address _____

City _____ State _____ Zip Code _____

ITEM CODE OR REPORT NO.	TITLE	QTY	UNIT PRICE	TOTAL PRICE

RUSH ORDER SELECTED: UPS FEDERAL EXPRESS UNITED STATES POSTAL SERVICE AIR

* (See Back For More Detailed Information.)

SUBTOTAL	\$
Visa/Mastercard Service Fee	\$ 2.00
Non-Stock Item Order Processing Fee	\$ 3.00
RUSH ORDER CHARGES	\$
Wisconsin residents add 5% sales tax and .5% Dane county tax if applicable	\$
Tax Exempt No. _____ GRAND TOTAL	\$

ALL ORDERS MUST BE ACCOMPANIED BY CHECK, CREDIT CARD #, OR AUTHORIZED AGENCY PURCHASE ORDER NUMBER

FOR OFFICE USE ONLY

Date Received _____

Date Processed _____

Apr-01

HOW TO ORDER

The following policies have been established in an effort to reduce our operational costs and to enable us to provide items at the lowest possible price as well as serve you more efficiently. We appreciate your cooperation and the opportunity to serve you.

Payment Policies

- * Authorized agency purchase order, check, Visa or Mastercard number with expiration date will be accepted. A Service fee of **\$2.00** will be charged if using credit card.
- * Cash with order required for **ORDERS** under \$20.00.
- * Orders under \$20.00 without accompanying payment will be charged an additional \$5.00 billing charge.
- * Please use order form for cash sales.
- * Prepayment in U.S. funds is required for any order shipped outside the U.S. or Canada.
- * A non-stock item requires prepayment plus an additional \$3.00 order processing fee and the sale is final.
- * Wisconsin residents add 5% sales tax and .5% county tax where applicable or provide tax exempt number.
- * Complimentary copies are not available through the Center Document Service.
- * Printed materials are not available for preview.
- * Prices are subject to change without notice.

Please give full ordering information

- * Name of school or organization.
- * Name, title, phone and fax number of person placing ordering.
- * Complete shipping address (billing address if different), including zip code. You **MUST** include street address for UPS delivery.
- * Agency purchase order number.
- * Credit card number including expiration date.
- * Tax-exempt number, if applicable.

Return Policies

Returns must have written permission and also be requested within 60-90 days of when the order was processed. Xeroxed sales (F-S Math Attitude and Attribution Scales) are final and require prepayment. All returns are subject to a 20% restocking charge as of 12/11/01. All goods returned must be in resalable condition. Prices are subject to change without notice.

Rush Orders

- * These orders can be shipped via one of the following methods.
 - a) FED-EX, overnight, 2nd day
 - b) UPS, next day, 2nd day
 - c) USPC, next day, 2nd day

Please call for a quote so you can chose one of the services.

All orders are carefully packaged for safe delivery. Should your order arrive damaged, please contact us immediately. If your order has not been received 30 days after sending an order, please contact us. Call (608) 265-9698.