**Book Order Form**

Please use this order form when placing an order via fax, mail, or Email. This form must be clearly and completely filled out or your order cannot be processed. Please make copies of the blank form for future orders.

***Bookstore Information***

Bookstore Name: Contact Name:

Billing Address:

Shipping Address (if different from billing address):

State:

Zip Code:

Telephone number: Email address:

State: Fax number: Website address:

***Ordering Information***

Zip Code: \_

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Title** | **Price Per Book** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Handling Charge**  (optional) Enter your shipping account below:  **Shipping**  UPS: **Please fill in Tax Exempt Number**  FedEx: **Total Amount Due** | | | $ 4.50 |
|  |
|  |
| $ |

***Shipping fees:***

***USA:*** *$4.50 for the first book and $1.00 for each additional book within the same shipment. Orders of 25+ shipping are free, handling fee still applies*

***Canada:*** *$6.00 for the first book and $2.00 for each additional book within the same shipment.*

***Payment Information***

**Circle only one method of payment**

Visa MasterCard American Express Discover Check Money Order

***Please complete the appropriate space below for the method of payment you are using***

Check/Money Order Number: (Please do not forget to enclose check/mo in the envelope)

Card Number: **- - -** Expire Date:\_\_ / Security code:

***Choose only ONE method below to place your order***

|  |  |  |
| --- | --- | --- |
| ***Faxing Order:*** | ***Mailing an order:*** | ***Emailed Order*** |
| *Credit card orders only* | *Credit card or check/mo orders* | *Purchase Orders, credit card* |
| (610) 941-9959 | Infinity Publishing/Order Dept 1094 New DeHaven Street, Suite 100 West Conshohocken, PA 19428 | [orders@buybooksontheweb.com](mailto:orders@buybooksontheweb.com) |

For additional information or if you have any questions please visit us at

[**www.In fi nityPubli shin g.com**](http://www.infinitypublishing.com/) or call toll-free **(877) BUY-BOOK** (877-289-2665)

**RETURN POLICY**

 All titles published by and bought from Infinity Publishing are fully returnable for complete credit within one year from date of purchase (less all freight costs). No restocking fee applies.

 Bookstore will pay return freight on any and all books returned to Infinity Publishing.

 All returns must be in their original shrink-wrapped packaging with label intact. All returns must be undamaged and resalable.

**TO PROCESS A RETURN**

 All returns MUST be accompanied by a completed RMA (Return Merchandise Authorization) form.

If returns are sent without the accompanying RMA form the return will be rejected.

 Please be sure to complete the RMA form in its entirety. The form must be completed clearly and concisely. Forms with incomplete paperwork cannot be accepted.

 A copy of Infinity Publishing’s invoice must be enclosed with RMA Form. If you do not have a copy of the invoice please Email us the details and we will Email it to you as soon as possible.



**RMA FORM**

Bookstore Name: Contact Name:

Billing Address:

\_

State: Zip Code:

Telephone number:

Email address: \_

Infinity Publishing Invoice ID:

Invoice Date:

Is invoice enclosed?: YES NO

Please list the quantity, title(s) being returned:

|  |  |
| --- | --- |
| **Quantity** | **Title** |
|  |  |
|  |  |

***Please ship all returns to:*** Infinity Publishing RMA Department

1094 New DeHaven Street, Suite 100

West Conshohocken, PA 19428

All returns must be sent with proof of delivery. In order to track your return please require a signature. Infinity Publishing is not responsible for returns not received at our warehouse or damaged returns. We recommend sending all returns via UPS or FedEx.

To contact Infinity Publishing’s return department please Email: [Returns@InfinityPublishing.com](mailto:Returns@InfinityPublishing.com)