

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:

_____ State: _____ Zip Code: _____

Shipping Address (if different from billing address):

_____ State: _____ Zip Code: _____

Telephone number: _____

Fax number: _____

Email address: _____

Website address: _____

Ordering Information

Quantity	Title	Price Per Book	Amount
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> (optional) Enter your shipping account below: UPS: _____ FedEx: _____ </div>			Handling Charge
			\$ 4.50
			Shipping
			Please fill in Tax Exempt Number
			Total Amount Due
			\$

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:

Credit card orders only
(610) 941-9959

Mailing an order:

Credit card or check/mo orders
Infinity Publishing/Order Dept
1094 New DeHaven Street, Suite 100
West Conshohocken, PA 19428

Emailed Order

Purchase Orders, credit card
orders@buybooksontheweb.com

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