# ORDER FORM

# Curriculum Materials Service

Department of Human and Community Resource Development I
College of Food, Agricultural, and Environmental Sciences I
The Ohio State University I 1114 Chambers Road I Columbus, Ohio
43212-1702 I USA

## Bill to

Date: _____

School or Organization _____

Attn: _____

Address _____

_____

City / State / Zip _____

Phone _____

Fax _____

Email _____

## Ship to

(check one) ❑ Business ❑ Residence

Name _____

Title _____

School or Organization _____

Street Address (*NOT* P.O. BOX)* _____

City/State/Zip _____

Phone _____

Fax _____

Email _____

***NOTE:** All packages are shipped via United Parcel Service (UPS) in the U.S. If the address above is a P.O. Box, please provide a physical street address.*

## Payment Method

Order must be accompanied with payment – charge card number, check, or school or public agency purchase order. Materials cannot be returned unless an error occurred in order fulfillment. Prices are subject to change without notice. Make checks payable to: **The Ohio State University.** Federal Tax ID #: 316025986

❑ My school or public agency purchase order is enclosed # _____

❑ My check # _____ in the amount of $ _____ made payable to **The Ohio State University** is enclosed.

❑ Charge my VISA ❑ MasterCard ❑ DISCOVER ❑ Card # _____ Exp. date _____

| Product Code | Title | Quantity | Unit Price | Total |
|---|---|---|---|---|
| | | | $ | $ 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |

## Shipping & Handling

**Please add the following to cover cost of shipping, handling, and insurance.**

- For continental United States based on list prices subtotaling:
  - **$0.01 through $40.00 — add $7.00**
  - **$40.01 through $100.00 — add 13%**
  - **$100.01 through $200.00 — add 11%**
  - **Over $200.00 — add 9%**
- For Canada and Mexico add 13% of total order ($15.00 minimum)
- For other countries as well as Alaska, Hawaii and Puerto Rico - add 21% of total order ($15.00 minimum)
- Special shipping requests will be priced accordingly

Calculate shipping & handling charges based on the **Merchandise Subtotal**.

Calculate tax based on the **Subtotal**. Ohio residents must add 6.75% sales tax unless order is accompanied with a tax exemption certificate.

**For more expeditious processing of your order, shop our secure ecommerce site @ osu-cms.org or fax this completed order form to 800-292-4919.**

| | |
|---|---|
| Merchandise Subtotal | $ 0.00 |
| Shipping & Handling | $ |
| Subtotal | $ 0.00 |
| Tax | $ |
| **TOTAL DUE** | **$ *0.00*** |

Phone _____ Date _____ Signature _____

*(Name of individual placing the order)*