

# ALAstore

**FAX**

1-800-621-8476

**CALL TOLL-FREE**

1-800-621-2736

Monday through Friday,  
7:30 am to 4:30 pm, Central Time

International orders (non-toll free)

1-773-702-7010

**MAIL**

Chicago Distribution Center  
Attn: ALA  
11030 S. Langley Ave.  
Chicago, IL 60628



**E-MAIL**

alastore@ala.org

**ALA MEMBER #** \_\_\_\_\_  HOME  ORGANIZATION  
(Must provide to receive your discount.)

**EMAIL** (REQUIRED in case we have questions about your order.) \_\_\_\_\_

**DAYTIME PHONE:**  
 (Extension)

**METHOD OF PAYMENT**

- Check or money order enclosed \$ \_\_\_\_\_ (Make payable to ALA)
- Bill my library, school, or organization.
- Purchase Order # \_\_\_\_\_ (Only for billed orders to libraries, schools, or other organizations. For first-time orders, please see below for details.) **PLEASE ATTACH PURCHASE ORDER.**

**SHIP TO:**

NAME \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 ORGANIZATION \_\_\_\_\_  
 ADDRESS (UPS does not deliver to P.O. Boxes) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**BILL TO:**

NAME \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 ORGANIZATION \_\_\_\_\_  
 ADDRESS (UPS does not deliver to P.O. Boxes) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

| ISBN13 / ITEM# | DESCRIPTION | QTY. | UNIT PRICE | 10% MEMBER DISCOUNT* | TOTAL<br>(QTY. * UNIT PRICE - DISCOUNT) |
|----------------|-------------|------|------------|----------------------|---|
|                |             |      |            |                      |   |
|                |             |      |            |                      |   |
|                |             |      |            |                      |   |
|                |             |      |            |                      |   |
|                |             |      |            |                      |   |

**METHOD OF SHIPPING**

Orders are sent via FedEx or UPS Ground, unless otherwise specified. For the following alternate shipping options, call 800-621-2736 for a shipping quote.

- UPS 2ND DAY AIR
- UPS NEXT DAY AIR

**SHIPPING & HANDLING WILL BE ADDED TO ALL ORDERS.**

|                       |                         |      |
|-----------------------|-------------------------|------|
| Within the US:        | \$100 to \$149.99 ..... | \$15 |
| \$0 to \$24.99 .....  | \$150 to \$199.99 ..... | \$20 |
| \$25 to \$49.99 ..... | \$200 to \$999.99 ..... |      |
| \$50 to \$99.99 ..... | 11% \$1,000+ Call       |      |

Shipping & handling charges subject to change.  
For current pricing visit [alastore.ala.org](http://alastore.ala.org).

|   |  |
|---|--|
| <b>SUBTOTAL</b>                                 |  |
| <b>SALES TAX **</b>                             |  |
| <b>SHIPPING/HANDLING</b><br>(see chart on left) |  |
| <b>ORDER TOTAL</b>                              |  |

\*Member discounts do not apply to special offers or sets.

\*\*Please add appropriate sales tax.

If you are unsure of your tax rate, call 1-800-621-2736 for assistance. If you are tax exempt, please include a copy of your tax-exempt certificate with your order.

FEDERAL TAX I.D. NUMBER \_\_\_\_\_  
(Library, Bookstore)

**ORDERING & POLICY INFORMATION**

**SHIPPING**

Except P.O. boxes, all orders are sent via FedEx or UPS Ground for guaranteed safe delivery, unless otherwise specified. Allow 2 weeks for delivery. For questions regarding shipments or for a quote on alternative shipping methods, call Customer Service at 1-800-621-2736.

**SATISFACTION GUARANTEED**

If your purchase does not meet your expectations, we will replace your merchandise, credit your account, or issue a full refund. Just follow our simple return procedures on the back of your packing slip or, for faster service, call Customer Service at 1-800-621-2736. Please ship returns to: **Chicago Distribution Center, Attn: ALA, 11030 S. Langley Ave., Chicago, IL 60628.**

**BILLING**

Orders from established organizational accounts can be billed. To open an organizational account, see ordering information provided below. Purchase orders are accepted via email, fax, and mail. Individuals must prepay by credit card or check/money order.

**ORGANIZATIONAL ACCOUNTS**

ALA organizational members and libraries, schools, and other educational groups which have established accounts in good standing, can be billed. If your organization does not have an open business account with ALA, your first order must be prepaid. Credit references may be required for large orders. If you have questions, please call Customer Service at 800-621-2736.

**FACET PUBLISHING, UK**

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