

ORDER FORM

For your convenience, please photocopy this form for orders by mail or fax.

Bill To:*

School Address Home Address

School (if applicable) _____
 Name _____
 Street _____
 City _____
 State _____ Zip _____
 Telephone () _____
 Email _____

***NOTE:** When paying by credit card, the Bill To address must be your credit card billing address. Credit card payments can only be used for orders under \$10,000. Credit card payments for orders of \$5,000 or more will be charged a 3% processing fee.

Method of payment:

Please bill: Purchase order # _____
 (must include copy of signed purchase order)

Payment enclosed: Check # _____

Ship to: (if different than billing address)

Name _____
 School (if applicable) _____
 Street _____
 City _____
 State _____ Zip _____
 Telephone () _____
 Email _____

Credit card: (See note)

Visa MasterCard Discover AMEX Exp Date _____


Card # _____

3-Digit (4-Digit AMEX) Security Code _____

Name printed on card _____

Signature _____

Quantity	Code / ISBN	Title/Description	Price	Total

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ADDITIONAL CHARGES	Subtotal
Applicable sales tax will be added to all orders. If you are tax exempt, a copy of your exemption certificate must accompany your order. For INTERNATIONAL ORDERS , call or email for shipping and handling rates.	Tax
	Total

Thank you for your order.

Orders over \$100.00—Add 10% shipping & handling
 Orders under \$100.00—Add \$10.00 shipping & handling



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 Phone **800-533-2847** Fax **508-753-3834** email **Orders@DavisArt.com** Web **DavisArt.com**