

**order form** (Check, credit card information or official purchase order must accompany order.)

**policies**

Qty.	Item #	Title	Price	Total

- Prices are subject to change without notice.
- JEA cannot provide examination copies.
- **Phone, fax or email orders require credit card information.**
- Official, signed purchase orders are accepted, but they must be mailed, emailed or faxed. Payment is due within 30 days of receipt of invoice.
- Backordered items will be shipped as they are received.
- Returns must be in saleable condition, and a copy of the invoice must accompany returns. Items will not be accepted after 6 months of the invoice date. Used, out of print books or old editions will not be accepted. Customer is responsible for return shipping charges.
- Standard shipping is via UPS Ground. No third-party shipping is allowed.
- Express shipping is available on orders placed before 11:30 a.m. CT. U.S., except AK and HI. Actual charges will be assessed.
- **\$30** will be charged on returned checks.

**JEA MEMBER?**  No  Yes **Member #** \_\_\_\_\_  
 Members may take 10 percent off order subtotal, before tax and shipping. Discount does not apply to membership fee.

**SOLD TO**

Institution Name \_\_\_\_\_  
 (if applicable)  
 Recipient's Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_

**SHIP TO (If different. Do not use P.O. Box)**

Institution Name \_\_\_\_\_  
 (if applicable)  
 Recipient's Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_

**DAYTIME PHONE** (\_\_\_\_\_) \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_  
**JEA DISCOUNT** - \_\_\_\_\_  
(subtotal x .10)  
**SALES TAX** \_\_\_\_\_  
(8.75% Kansas residents only)  
**SHIPPING** \_\_\_\_\_  
(See chart at right)  
**MEMBERSHIP FEE** \_\_\_\_\_  
**TOTAL \$** \_\_\_\_\_

**METHOD OF PAYMENT**

Phone, fax or email orders require **P. O. or credit card.**  
 Check # \_\_\_\_\_ made payable to **JEA Bookstore**  
 Official P.O. # \_\_\_\_\_  Emailed  Faxed  
 Visa  MasterCard  Discover  American Express  
 Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_  
 Card # \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Cardholder's Signature \_\_\_\_\_

**Shipping/Handling**  
**\$3 plus 5% of order subtotal**  
 Hawaii, Alaska and international orders will be assessed actual shipping charges. Call or email for rates.

Order online and see new bookstore items at  
**store.jea.org**

**JEA Bookstore, 105 Kedzie Hall, 828 Mid-Campus Dr. S.,**  
**Manhattan, KS 66506**  
**785-532-5532 • fax 785-532-5563 • staff@jea.org**