

A Division of Saunders Office and School Supplies Ltd.

**Discounts:** Orders over \$400.00 will receive a 15% discount. Orders over \$750.00 will receive a 20% discount. Orders over \$1500.00 will receive a 25% discount. You may combine any of our agency lines or catalogues to accumulate an order total to qualify for discounts. Discounts apply to books only.

**Shipping:** Orders under \$100.00 (after discount) will be charged a flat fee of \$10.00. Orders over \$100.00 (after discount) will be charged 9% of your order total. Orders exceeding \$1000.00 (after discount) will be charged 3% of order total.

**Minimum Order:** Orders under \$100.00 will be accepted with a purchase order or with your Visa or Mastercard details.

Date: \_\_\_\_\_

Sales Representative: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Attention: \_\_\_\_\_

Bill to: \_\_\_\_\_

Ship to: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Bill to VISA or Mastercard #: \_\_\_\_\_

Email address: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Page#	ISBN#	Title/Series	Qty.	Price
Total				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

**Thank You for  
Your Order!**

Total \$ Value of Books Selected \_\_\_\_\_

Order Sub-Total \_\_\_\_\_

Total for Books After Discount \_\_\_\_\_

Add Applicable Taxes \_\_\_\_\_

Add Shipping Charges \_\_\_\_\_

Add Kits/Automated Cataloguing \_\_\_\_\_

Order Sub-Total \_\_\_\_\_

**Order Total** \_\_\_\_\_