

# Order Form

## The Complete Home Improvement and Decorating Organizer

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail\* \_\_\_\_\_

\*E-mail address *must* be included; e-mail will not be shared with anyone.

### SHIPPING ADDRESS

Is the above name/address where you would like the books shipped?  yes  no

If no, please print receiving name and address here:

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### ORDER DETAILS

Number of books you're ordering \_\_\_\_\_

Per book (see Pricing Guide) x \$ \_\_\_\_\_

Subtotal = \$ \_\_\_\_\_

Tax (MD residents add 5% sales tax) + \$ \_\_\_\_\_

Shipping/Handling\* (see Shipping Guide) + \$ \_\_\_\_\_

Total = \$ \_\_\_\_\_

Payment to **Upside Books** must accompany order.

### CUSTOMIZED COPIES

Orders of 50 or more can be customized *on the front cover* to feature your name and company (top left, in the red/rust solid area, up to two lines, 30 characters per line, using white ink). Customization costs only \$70 per order, *regardless of the quantity of books purchased*.

Customized books will ship directly from the printer; therefore, shipping/handling charges can vary widely depending upon final destination. Upside Books will charge shipping/handling at cost, with no mark-up; as such, please call us at 301/694-7526 to ascertain shipping options and costs.

#### Note:

- All orders must be prepaid in U.S. dollars.
- Let us know if you want an invoice for your files.
- Due to the printing process, colors on book cover may vary somewhat.
- Customized books will be shipped directly from printer. As such, buyer agrees that customized quantities of five percent over or under will be considered within acceptable limits and will pay for overage upon receipt of invoice. Credits toward shipping will be given for any underage actually printed.
- Allow 4-6 weeks for delivery, although most orders arrive much earlier.
- All sales are final.

### Upside Books

P.O. Box 1936 • Frederick, MD 21702

301-694-PLAN

### PRICING GUIDE

Number of Books	Price Per Book
1-4	\$14.95 each
5-10	\$13.05 each
11-24	\$12.15 each
25-99	\$11.35 each
100-149	\$10.95 each
150-249	Call us!
250-499	Call us!
500+	Call us!

\*A word (or two) about shipping prices: Books are heavy! As a result, shipping fees add up quickly. To keep postage as low as possible, we ship by U.S. insured media mail. This means your order can take up to 3-4 weeks for delivery (possibly more outside the continental U.S.), even though we mail your order *the same week* it is received. If you live in the continental U.S., add the following postage. (Alaska, Hawaii, and international locations: please call us at 301-694-PLAN [7526] to ascertain shipping fees.)

### SHIPPING GUIDE

Number of Books	Price Per Order
1-3	add \$5
4-6	add \$6
7-10	add \$7.50
11-16	add \$9.50
17-20	add \$12.50
21-29	add \$18
30-50	add \$24
51-75	add \$32
76-100	add \$45
100+	call us for shipping fees