HOLT McDOUGAL ORDER FORM

MAIL

Please enclose this order form with your purchase order and mail to the Customer Service Center.

Holt McDougal
Customer Service Center
1900 S. Batavia Ave.
Geneva, IL 60134

PHONE/FAX

To order, or for customer service, call **800.462.6595** or fax **888.872.8380**

For product information, call **800.426.6577**

ONLINE

To order online, visit **HoltMcDougal.com**

To track your order online, visit http://customercare.hmhco.com

METHOD OF PAYMENT: ❑ Check ❑ Money Order

Bill our account ❑ MasterCard ❑ VISA ❑ Discover ❑ American Express ❑ Diners Club

Acct. # _____ Exp. _____

Cardholder's signature _____

Daytime phone _____

Cardholder's ZIP _____

Date _____

Purchase order # _____

Please select the method of shipment below:

☐ UPS Ground (add 10% of order value or a $10.00 minimum)

☐ UPS 2nd Day Air (add 15% of order value or a $10.00 minimum)

Allow 72 hours for processing.

Bill to:

Name _____
Position _____
School _____
School address _____
County _____
Phone _____
District/Diocese _____
City _____ State _____ ZIP _____

Send to:

Name _____
Position _____
School _____
School address _____
County _____
Phone _____
District/Diocese _____
City _____ State _____ ZIP _____

If ordering technology: Technology Coordinator name/phone/e-mail _____

ISBN-13	Description/Title	Quantity	School Price*	Total

* School Price includes the regular educational discount (Shipping Service Fees additional). Shipping Services Fees are prepaid and added to the invoice as a separate item. If payment for educational materials is included with your order, please add 10% or a minimum of $10.00, whichever is greater, to cover standard transportation and handling costs. Customers may call 800.462.6595 for a transportation quote for large orders. State and local taxes should be added where they apply. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. All orders are subject to our standard terms and conditions.

Subtotal	
10% to cover standard transportation and handling costs (minimum of $10.00)	
State and local taxes	
TOTAL	