

# order form

NYBG Press  
The New York Botanical Garden  
2900 Southern Blvd. | Bronx, NY 10458-5126  
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ORDER NO.	QTY.	PUBLICATION	PRICE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## SHIPPING

U.S. orders are shipped via USPS Media Mail (Ground) unless otherwise requested. Please include street or complete rural route address.

For orders shipping within the 48 contiguous states, add \$6 for the first book and \$2 for each additional book.

For all other orders, add \$10 for the first book and \$2 for each additional book.

We reserve the right to recalculate shipping fees for bulky items.

SUBTOTAL \_\_\_\_\_  
10% STANDING ORDER DISCOUNT \_\_\_\_\_  
TOTAL \_\_\_\_\_  
POSTAGE & HANDLING \_\_\_\_\_  
GRAND TOTAL \_\_\_\_\_

## payment method:

Check enclosed    MasterCard    Visa    AmEx    Discover

CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_ CVV2 \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## ship to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

## PRICES

Prices and forthcoming publication dates are subject to change without notice.

## PAYMENT

All individual customer orders must be prepaid, either by check, money order, or credit card. Make check or money order payable in US funds to: The New York Botanical Garden Press. Please type or print shipping address. All sales are final. Please allow 6–8 weeks for delivery.

## EXAMINATION COPIES

College/university faculty may request paperback books at \$8.00 per copy. Some hardcover books are available at a 30% discount. Requests must be on institutional letterhead and include contact information, class title, catalog number, anticipated enrollment, and semester of anticipated course offering. Please supply a MasterCard, Discover, American Express, or Visa number, expiration date, and phone number; or a check made payable to NYBG Press. The Press reserves the right to limit examination copies to appropriate courses.

## RETURNS

All sales are final. Books damaged in transit or discrepancies in shipment must be reported within 30 days of the invoice date. Please contact the Press for instructions before returning any merchandise.

## BOOKSELLERS AND WHOLESALERS

Our discount schedule applies to subscription agents, bookstores, and book dealers. Discounts cannot be used in conjunction with special offers.

- 10% off 1 copy of a title
- 20% off 2–24 copies of a title
- 30% off 25+ copies of a title

Book dealers who wish to use collect shipping should contact the Press to make arrangements.

## MANUSCRIPT SUBMISSIONS

Send a letter outlining project, scope, and audience to:

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