

Kendall Hunt Publishing Company

Pathways, 2nd Edition Order Form

Contact Your Rep: 800.542.6657		Mail:	
Online: www.kendallhunt.com		Kendall Hunt Publishing Company	
Fax: 800.772.9165 or 563.589.1046		Attn: Customer Service	
E-mail: orders@kendallhunt.com		4050 Westmark Drive	
Customer Service: 800.770.3544		Dubuque, IA 52002	
Bill To:		Ship To:	
School or District:		School or District:	
		Attn:	
Address:		Address:	
City:		City:	
State:		State:	
Zip:		Zip:	
Contact Name:		Inside Delivery	
Title:		Yes or No	
Email Address:		Does your school have a receiving dock?	
Phone Number:		(Necessary for truck deliveries)	
Fax Number:		Ship To Contact:	
		Ship To Phone Number:	
METHOD OF PAYMENT (Sorry no C.O.D's)			
<input type="checkbox"/> Check/Money Order enclosed (make payable to Kendall Hunt Publishing Company)			
Credit Card: <input type="checkbox"/> School <input type="checkbox"/> Corporate <input type="checkbox"/> Personal		<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Corporate or School Name on card:			
Personal Name on card:			
Billing Address for credit card:			
Signature:			
Last 4 digits of Credit Card # *		Expiration Date: Month Year CVV Code	
*Customer Service will call for complete number it if is not on file			
Purchase Orders (Kendall Hunt Publishing must be listed as the vendor on your purchase order)			
Purchase order number:		<i>Note: Your purchase order must be attached to this form.</i>	
		Merchandise Total from attached forms:	
		\$0.00	
		Tax Estimate:	
		You will be charged tax based upon the "ship to" tax rate.	
		If you are tax exempt, your exempt certificate is	
		REQUIRED with this order to remove the tax charge.	
		If it is not received, tax will be charged.	
		Shipping Estimate:	
		\$0.00	
		Contiguous U.S.-Estimate 10% or a minimum of \$6.50	
		Actual published shipping rates will be added to your invoice.	
		Total:	
		\$0.00	
Regulations for Sales Tax Exempt Certificate Use: You must provide an exemption certificate before making tax-exempt purchases.			
Exempt certificates are to be used solely by the organization for their exempt purposes and the purchase must be made from the organization's funds. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.			
Back Order Policy: Out-of-stock items are automatically placed on backorder and charged to your account upon shipment. Shipping charges will be added to each invoice at the time of shipment. If an item is backordered, you may call the Customer Service Department (800.770.3544) to determine an availability date or to cancel the backordered balance prior to shipment. If we do not hear from you, we assume that you are willing to wait for your merchandise and will pay individual freight charges for each shipment. You may supply a cancellation date if you no longer wish to receive material after a specific required date. Cancel Date: _____			

Special Shipping Instructions:

