



ORDERING INFORMATION



INFORMATION



Frontier College New Readers Bookstore:

35 Jackes Ave, Toronto, ON M4T 1E2

Toll Free: 1-800-555-6523 x 305 **Fax:** 416-323-3522 **Email:** newreaders@frontiercollege.ca

www.frontiercollegebooks.ca

FIVE EASY WAYS TO PLACE AN ORDER

1. **Order online**
2. **Email:** newreaders@frontiercollege.ca
Please provide item number, title, quantity and shipping address when placing an order.
3. **Fax: 416-323-3522**
Fax the completed order form or Purchase Order including your credit card information and your billing address OR fax Purchase Order.
4. **Mail: Frontier College New Readers Bookstore, 35 Jackes Ave, Toronto, ON M4T 1E2**
Mail Purchase Order or a completed order form.
5. **Phone: Toll Free 1-800-555-6523 x 305**
Please have your order information ready (item number, title, quantity)

TWO EASY WAYS TO PAY FOR YOUR ORDER

Payment terms are net 30 days, FOB destination and payable in Canadian dollars.

1. Cheque or Money Order. Made payable to Frontier College.
2. Credit Card. We accept Visa, MasterCard and Amex.

PRICING

Prices are effective November 2009 and are subject to change without notice.

SHIPPING

Frontier College New Readers Bookstore ships via Canada Post Expedited Parcel service. Please use the following table to calculate your domestic shipping and handling charges. Please note: We currently ship on Tuesdays and Thursdays.

* For remote areas additional shipping charges may apply. Please call for details. International Shipping Rates: Call (800) 555-6523 or email: newreaders@frontiercollege.ca

| ORDER TOTAL | S & H CHARGES |
|--------------------|--------------------|
| \$0 – \$49 | \$8.00 flat rate |
| \$50 – \$100 | 10% of order total |
| \$101 – \$1,000 | 9% of order total |
| \$1,001 – \$10,000 | 8% of order total |
| Over \$10,000 | 6% of order total |

RETURNS

We are dedicated to providing the best service and guarantee the quality of our products. However, if you are not completely satisfied, please ship any returns to Frontier College.

- Contact Frontier College New Readers Bookstore before the material is returned.
- Material has to be in saleable condition for credit of full refund within 30 days of the invoice date.
- The invoice along with a letter of explanation should be enclosed.
- No credit will be issued for books that are returned damaged and books wrapped in cellophane cannot be returned if opened.
- No credit will be issued for books that are out of print or no longer available.
- No credit will be issued for special order items
- All Software is non-returnable once opened.
- The customer is responsible for the shipping and handling charges as invoiced, and the return shipping and handling charges to Frontier College New Readers Bookstore.

ORDER FORM PART 1



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BILLING ADDRESS

ORGANIZATION _____
NAME _____

ADDRESS _____

TELEPHONE _____

FAX _____

E-MAIL _____

SHIPPING ADDRESS

(if different from billing address)

ORGANIZATION _____
NAME _____

ADDRESS _____

TELEPHONE _____

FAX _____

E-MAIL _____

METHOD OF PAYMENT

Please pay in Canadian Funds.

Please Invoice me.

Purchase Order Number _____

Account Number _____

VISA MasterCard American Express

Card Number _____

Expiry Date _____

Name _____

(as it appears on the card)

Signature _____

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