

## NIRE Bookstore Order Form

This order form can be printed and either mailed, faxed, or used to call in a phone order.

At this time we do not have the capacity for accepting orders via e-mail.

Item	Quantity	Unit Price	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For Credit Card Orders:  
\_\_\_\_ Visa \_\_\_\_ Mastercard

Item Total \_\_\_\_\_  
Shipping \_\_\_\_\_

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

TOTAL \_\_\_\_\_

Name exactly as it appears on the credit card  
\_\_\_\_\_

Signature \_\_\_\_\_

Shipping address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

### ORDERING INFORMATION

All prices listed are base prices. Maryland residents add 6% sales tax.

Shipping and handling:

- |                               |                                 |
|-------------------------------|---------------------------------|
| \$6.00 for 1 item             | \$2.25 per item for 10-12 items |
| \$4.00 per item for 2 items   | \$1.50 per item for 13-30 items |
| \$3.50 per item for 3-6 items | \$1.25 per item for 30+ items   |
| \$3.00 per item for 7-9 items |                                 |

\$8.00 for a single tape or DVD  
\$3.00 for each additional tape or DVD  
\$15.00 for all Home Study Programs

- \* The rental period for all Multi-tape and Multi-DVD sets is five weeks.
- \* For shipping outside of the U.S., please call for information.
- \* Manual orders will be sent by U.S. Mail Parcel Post Rate or by UPS regular ground service, unless expedited service is requested.
- \* Video-tapes will be sent by U.S. Priority Mail, with return postage included.
- \* Audio-tapes will be sent by U.S. Mail, 4<sup>th</sup> Class or by UPS regular ground service, unless expedited service is requested.
- \* Orders combining media will be sent by U.S. Mail, 4<sup>th</sup> Class, or by UPS regular ground service, unless expedited service is requested.
- \* For **expedited service**, please call (301) 986-1479 for information.
- \* **Payment** may be made by Mastercard or Visa for fax or phone orders. Mail orders may be paid for by Mastercard, Visa, or checks made payable to IDEALS/NIRE.

### **To Order**

- Call the IDEALS/NIRE Administrative Office at (301) 680-8977
- Fax the Administrative Office at (240) 238-2764
- Write to:  
IDEALS/NIRE  
4400 East-West Highway #24  
Bethesda, MD 20814