

We accept orders written on a FULL SHEET of plain paper or feel free to make copies of this order form.



PO BOX 7330 | SHREWSBURY, NEW JERSEY | 07702

• TOLL FREE **1-800-681-2740**

(Hours: Tuesday, Wednesday & Thursday 9:30am - 1pm EST)

• ONLINE **www.MYBNTW.com**

• FAX **1-800-681-2741**

**Books
Calendars**

**Magazines
(Reverse Side)**

SOLD TO:

Name/Inmate# _____
Facility/Unit _____
Address _____
City _____
State _____ Zip _____
Phone _____ Fax _____

SHIP TO:

Existing Books N Things Warehouse Acct # _____
Name/Inmate# _____
Facility/Unit _____
Address _____
City _____
State _____ Zip _____
Phone _____ Fax _____

BOOKS / BOOKMARKS / JOURNALS / NOTEBOOKS / STATIONERY

	ITEM NUMBER	QTY	TITLE	*ALTERNATE ITEM #	TOTAL PRICE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

PLEASE LIST ALTERNATES
TO AVOID SHIPMENT DELAYS
ITEMS GO OUT OF STOCK WITHOUT NOTICE

List Additional Books on Plain Paper

ALTERNATE ITEM #'s

Items go out of stock without notice. Please list alternates of equal or lesser value to avoid backorders or shipment delays. **SHIPPING TO MORE THAN ONE ADDRESS OR REQUIRE MULTIPLE PACKAGES TO THE SAME ADDRESS?**

Please refer to the shipping table on the right. You must add the proper shipping costs for each individual package. If you require separate packages, or a maximum amount of books in one package, you must add the proper shipping costs for EACH package.

SHIPPING TIME: All items in this section are shipped via USPS Standard Mail. Once a package leaves our warehouse, it typically takes 2-8 business days for the package to reach its final destination.

Standard Shipping & Handling for EACH Package

# of Books	Shipping Cost
1	\$5.00
2	\$6.25
3	\$7.50
4	\$8.75
5	\$10.00
6	\$11.25
7	\$12.50
8	\$13.75
9	\$15.00
10	\$16.25
11	\$17.50

Additional Items ADD \$1.25 EACH



MERCHANDISE TOTAL

SHIPPING & HANDLING

SUBTOTAL (OF 2 LINES ABOVE)

Master Catalog (Add \$5.00)

NJ RESIDENTS ADD 6.625% TAX

BOOKS TOTAL

List additional items on a separate piece of paper.

CALENDARS

	ITEM NUMBER	QTY	TITLE	*ALTERNATE ITEM #	TOTAL PRICE
1					
2					

ALTERNATE ITEM #'s

Calendars sell out without notice. Please list alternates of equal value to avoid delay of shipment.

SHIPPING TO MORE THAN ONE ADDRESS OR REQUIRE MULTIPLE PACKAGES TO THE SAME ADDRESS?

Please refer to the shipping table on the right. You must add the proper shipping costs for each individual package. If you require separate packages, or a maximum amount of books in one package, you must add the proper shipping costs for EACH package.

Calendars shipped via USPS Priority Mail

Priority Shipping & Handling for EACH Package

# of Calendars	Shipping Cost
1	\$10.95
2	\$13.95
3	\$16.95
4	\$19.95
5	\$22.95
6	\$25.95

Additional Calendars ADD \$3.00 EACH



MERCHANDISE TOTAL

SHIPPING & HANDLING

SUBTOTAL (OF 2 LINES ABOVE)

Master Catalog (Add \$5.00)

NJ RESIDENTS ADD 6.625% TAX

CALENDARS TOTAL



Continue to back for MAGAZINES, Policies and Payment Method



MAGAZINES												
	ITEM NUMBER							QTY	TITLE	NEW OR RENEWAL?	*ALTERNATE ITEM #	TOTAL PRICE
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

PLEASE LIST ALTERNATES
TO AVOID SHIPMENT DELAYS
ITEMS GO OUT OF STOCK WITHOUT NOTICE

Payment Method

☐ Check or Money Order payable to **Books N Things Warehouse Inc.** (US funds Only)

☐ Books N Things Warehouse Account # _____

☐ Visa ☐ Mastercard ☐ Amex ☐ Discover *SECURITY CODE

Credit Card Number

Expiration Date - Cardholder's Name (Print) _____
Signature _____

**Billing Address _____ Zip Code _____

***Security Code:** The last 3 digits on the signature panel of your MasterCard/Visa Card/Discover Card or the 4-digit embossed number that appears on the front of your American Express Card (NOT the last four digits of the card). Your order will NOT be processed unless all information above is complete.

****Billing Address:** Where your credit card statements are mailed.

MERCHANDISE TOTAL	
PROCESSING & HANDLING FEE	\$3.00
Master Catalog (Add \$5.00)	
NJ RESIDENTS ADD 6.625% TAX	
MAGAZINES TOTAL	

Thank you for your order!

ADD TOTALS FROM ALL SECTIONS	
BOOKS TOTAL	
CALENDARS TOTAL	
MAGAZINES TOTAL	
GRAND TOTAL	

IMPORTANT REMINDERS WHEN FILLING OUT YOUR ORDER FORM:

- Please print legibly!
- List your BNTW Account # if you have one already. This will avoid duplicate accounts, and will help us keep track of all remaining credits and account deposits on your BNTW account.
- Write your "Ship To" address on the order form (Not just on the return envelope). ***If you have a street address as well as a PO Box address, make sure to check with your facility as to which address is correct for receiving "Books" and which is correct for receiving regular mail and "Magazine Subscriptions".
- Do NOT include your Unit/Cell/Bunk # unless it is absolutely necessary for delivery.
- List items in the appropriate section of the order form, and include the correct S/H or Processing Fee, based on the item category (Books, Calendars, Magazines, Etc.) and the number of items ordered.
- When listing Magazine Specials titles, make sure to list 2 to 3 alternates in order of preference. A Magazine Specials order which requires a minimum amount of items to qualify for the stated price, will NOT be filled if you don't have the required number of titles (which can happen if you did not list alternates and one or more of the magazine titles happens to be "Unavailable" or has "Ceased" publication).
- We also recommend listing alternates when ordering books. If an item is "OUT OF STOCK" or "OUT OF PRINT" and you do not list alternates, you will miss out on the lower S/H prices (the advantage of having additional books on the same shipment for just \$1.25 S/H cost each).
- When adding \$5.00 for a Master Catalog, just add it in one of the sections (since we only have one Master Catalog which covers Books, Calendars, Magazines, Etc.).
- **FREE Master Catalogs** - Free copies of our catalog will generally be located at your facility's library, education department or property room. If no copies are left, your facility can send a formal request to receive additional free copies of our catalog for the inmates.