

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

**BooksThings**  
SINCE 2010 | MYBNTW.COM WAREHOUSE INC.

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**

**Gift Order  
Form**

**Personalization  
(Reverse side)**

SOLD TO / PURCHASER:

\*Receipts for Gift Orders will be mailed to the Purchaser

Name/DOC# \_\_\_\_\_

City \_\_\_\_\_

Facility/Unit \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**\*RECIPIENT #1**

**GIFTS**

ITEM NUMBER	QTY	ITEM DESCRIPTION	SIZE	UNIT PRICE	Alternate Item #s	GIFT WRAP (\$8.99)	TOTAL

Specify the  
ship-to address  
for the items  
listed

**HAVE A SPECIAL DELIVERY DATE?**

Your order and payment **must** be received by us at  
least **14 days** prior to the desired delivery date  
(**30 days** for major Holidays/Occasions).

\*NO SATURDAY OR SUNDAY DELIVERIES

**Flower Deliveries REQUIRE a Phone Number**

• Print Clearly

• List Alternates

• Provide Email for Tracking

(Tracking is NOT Provided by Phone)

**Standard Shipping & Handling for EACH Package  
TOTALING:**

Each Package Totaling:	Shipping Cost
\$0 to \$30.00	\$10.95
\$30.01 to \$45.00	\$11.95
\$45.01 to \$65.00	\$13.95
\$65.01 to \$90.00	\$15.95
\$90.01 to \$125.00	\$17.95
\$125.01 to \$200.00	\$19.95
\$200.01 to \$250.00	\$21.95
Over \$250.00	\$23.95

**MERCHANDISE TOTAL**

SHIPPING & HANDLING

RUSH SHIPPING ADDITIONAL \$9.95

**SIGNATURE REQUIRED - ADD \$5.00**

**\*NJ RESIDENTS ONLY ADD 6.625% TAX**

**GIFTS TOTAL (RECIPIENT #1)**

RECIPIENT #1:

Recipient's BNTW Account #: \_\_\_\_\_

Name \_\_\_\_\_

Email for Tracking\* \_\_\_\_\_

Address (NO PO Boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# **REQUIRED**

Choose A Message: ☐ I Love You ☐ Thinking of You ☐ Happy Birthday ☐ Merry Christmas ☐ Happy Holidays

☐ Other \_\_\_\_\_

Occasion \_\_\_\_\_ Your Name (Who the gift is from) \_\_\_\_\_

*\*The listed email address will  
receive tracking upon shipping*

Special Shipping Instructions

**\*RECIPIENT #2**

**GIFTS**

ITEM NUMBER	QTY	ITEM DESCRIPTION	SIZE	UNIT PRICE	Alternate Item #s	GIFT WRAP (\$8.99)	TOTAL

Specify the  
ship-to address  
for the items  
listed

**HAVE A SPECIAL DELIVERY DATE?**

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least **14 days** prior to the desired delivery date  
(**30 days** for major Holidays/Occasions).

\*NO SATURDAY OR SUNDAY DELIVERIES

**Flower Deliveries REQUIRE a Phone Number**

• Print Clearly

• List Alternates

• Provide Email for Tracking

(Tracking is NOT Provided by Phone)

**Standard Shipping & Handling for EACH Package  
TOTALING:**

Each Package Totaling:	Shipping Cost
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\$30.01 to \$45.00	\$11.95
\$45.01 to \$65.00	\$13.95
\$65.01 to \$90.00	\$15.95
\$90.01 to \$125.00	\$17.95
\$125.01 to \$200.00	\$19.95
\$200.01 to \$250.00	\$21.95
Over \$250.00	\$23.95

**MERCHANDISE TOTAL**

SHIPPING & HANDLING

RUSH SHIPPING ADDITIONAL \$9.95

**SIGNATURE REQUIRED - ADD \$5.00**

**\*NJ RESIDENTS ONLY ADD 6.625% TAX**

**GIFTS TOTAL (RECIPIENT #2)**

RECIPIENT #2:

Recipient's BNTW Account #: \_\_\_\_\_

Name \_\_\_\_\_

Email for Tracking\* \_\_\_\_\_

Address (NO PO Boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# **REQUIRED**

Choose A Message: ☐ I Love You ☐ Thinking of You ☐ Happy Birthday ☐ Merry Christmas ☐ Happy Holidays

☐ Other \_\_\_\_\_

Occasion \_\_\_\_\_ Your Name (Who the gift is from) \_\_\_\_\_

*\*The listed email address will  
receive tracking upon shipping*

Special Shipping Instructions

Continue to back to reflect Grand Total & Payment

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

*RECIPIENT #3										GIFTS					
ITEM NUMBER					QTY	ITEM DESCRIPTION					SIZE	UNIT PRICE	Alternate Item #s	GIFT WRAP (\$8.99)	TOTAL

Specify the ship-to address for the items listed

**HAVE A SPECIAL DELIVERY DATE?**  
Your order and payment **must** be received by us at least **14 days** prior to the desired delivery date (**30 days** for major Holidays/Occurrences).  
**\*NO SATURDAY OR SUNDAY DELIVERIES**  
**Flower Deliveries REQUIRE a Phone Number**  
• Print Clearly  
• List Alternates  
• Provide Email for Tracking  
(Tracking is NOT Provided by Phone)

Standard Shipping & Handling for EACH Package TOTALING:	
Each Package Totaling:	Shipping Cost
\$0 to \$30.00	\$10.95
\$30.01 to \$45.00	\$11.95
\$45.01 to \$65.00	\$13.95
\$65.01 to \$90.00	\$15.95
\$90.01 to \$125.00	\$17.95
\$125.01 to \$200.00	\$19.95
\$200.01 to \$250.00	\$21.95
Over \$250.00	\$23.95

**MERCHANDISE TOTAL**

SHIPPING & HANDLING

RUSH SHIPPING ADDITIONAL \$9.95

**SIGNATURE REQUIRED - ADD \$5.00**

**\*NJ RESIDENTS ONLY ADD 6.625% TAX**

**GIFTS TOTAL (RECIPIENT #3)**

**RECIPIENT #3**

Recipient's BNTW Account #: \_\_\_\_\_

Name \_\_\_\_\_ Email for Tracking\* \_\_\_\_\_

Address (NO PO Boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_ **REQUIRED**

Choose A Message: ☐ I Love You ☐ Thinking of You ☐ Happy Birthday ☐ Merry Christmas ☐ Happy Holidays

☐ Other \_\_\_\_\_

Occasion \_\_\_\_\_ Your Name (Who the gift is from) \_\_\_\_\_

**\*The listed email address will receive tracking upon shipping**

Special Shipping Instructions

**PERSONALIZATION** (Use Lines & Amount of Characters as specified on Personalization Page)  
Shaded #'s below (8, 10, 20) are a guide for the Maximum Amount of Characters allowed (including Symbols & Spaces), depending of the Personalized Gift selected - **PLEASE PRINT CLEARLY**

LINE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
LINE 1																				
LINE 2								8		10										20
LINE 3																				

**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 **MM-YY** \_\_\_\_\_ Cardholder's Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

**\*\*Billing Address** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**ADD TOTALS FROM ALL SECTIONS**

RECIPIENT #1 TOTAL	
RECIPIENT #2 TOTAL	
RECIPIENT #3 TOTAL	
<b>GRAND TOTAL</b>	

Thank you for your order!

**\*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.

**IMPORTANT REMINDERS WHEN FILLING OUT YOUR ORDER FORM:**

- A BNTW Account # is assigned to each recipient. If you have ordered in the past, that information will be located on the upper right-hand corner of the confirmation you receive once orders are shipped. List their Account on every order. When sending items to someone other than yourself (including books, notebooks, etc.), use the Gift Order Form and list the corresponding S/H rates for Gifts. We accept orders on plain sheet of paper. When doing so, please make sure to use a FULL sheet of paper and list the corresponding S/H cost.
- Print clearly. When listing the recipient's name and address, use simple print that is legible. If we cannot read this information, your order will be delayed as we will need to write to you to confirm accuracy and a cost will be associated with this correspondence. List alternate items! Stock and available changes without notice. If you do not list an alternate, we reserve the right to select a similar item so that your order is not delayed. Do not forget to list who the gift is from. Otherwise, we will list your first and last name as the sender.
- Stay Classy! Do not have recipient's call our office to inquire about or pay balances due for their own gifts. We do NOT provide order tracking information or status over the phone. Make sure to provide an email for the recipient. This way they will receive tracking information once the order has shipped. Take advantage of our new "Signature Required" service listed on the S/H section of our order forms. This way the local carrier will only deliver your order to the intended recipient or a relative within the household. NOTE: Shipment confirmations are not sent for flower deliveries or order items that read "item ships separately from any other item." The "Signature Required" service is not available for these items.
- Include a SASE or add the necessary postage to receive a separate confirmation. Just list your request "Please send separate confirmation" as a line item on your order. As soon as we receive and process your order, a separate confirmation will be mailed to you. In the case of Gift Orders, an additional confirmation will be mailed to you once the order has shipped.
- Separate S/H is required for Flowers and any other products that state "item ships separately from any other item". Note: The items on the Flowers page (Chocolates, Balloons, and Plush) are "Add On" items for flower arrangements only. These items cannot be ordered separately.
- When adding \$5.00 for a Master Catalog, make sure to specify whether the catalog is going to you or if it should be delivered to the recipient.



**Please help us stop waste**  
If you have received a duplicate catalog, or no longer need it, please give it to a friend or return it to us for recycling.