

# Mail-In Order Form

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## Products/Home Study

Product / Home Study	Color / Size / DVD / CD / Audiotape	Price
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Subtotal: \_\_\_\_\_

Shipping (see chart): \_\_\_\_\_

Texas residents must apply 8.25% sales tax to products: \_\_\_\_\_

Total: \_\_\_\_\_

**Bill To:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email: \_\_\_\_\_

**Ship To:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Shipping Chart – U.S. (Call for international rates.)

Merchandise total	Add
Up to \$20	\$7.00
\$20.01-\$40	\$7.50
\$40.01-\$75	\$9.00
\$75.01-\$100	\$9.50
\$100.01-\$150	\$12.00
\$150.01 and over	Based on Weight

### Mail To:

The Cooper Institute Bookstore  
12330 Preston Road  
Dallas, TX 75230

### Fax To:

972.341.3227

Accepted methods of payment include check, money order, or credit card.

### Credit Cards

Check one:  MasterCard  Visa  AmEx  Discover

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit card security code: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

### Return and Price Policies

The Cooper Institute will accept returns or exchanges within 30 days from the original purchase. All returns and exchanges must be in the same condition in which they were purchased. You must have the original receipt for items purchased from The Cooper Institute Bookstore onsite. Non-returnable items include: manuals, publications, testing materials, opened computer software, DVDs and CDs. Shipping charges are not reimbursed. Prices and information in this catalog is subject to change as time passes. Our onsite store and web site contain the most up-to-date products and prices.