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1-800-621-8476

**CALL TOLL-FREE**  
1-800-621-2736 Monday–Friday,  
8:30 a.m. to 4:30 p.m. Central Time  
International orders (non-toll free)  
1-773-702-7010

**MAIL**  
Chicago Distribution Center  
Attn: ALA  
11030 S. Langley Ave.  
Chicago, IL 60628

**E-MAIL**  
alastore@ala.org

**ALA MEMBER #**  
(Must provide to receive your discount.)

HOME ORGANIZATION

EMAIL (REQUIRED in case we have questions about your order.)

DAYTIME PHONE:

(Extension)

**METHOD OF PAYMENT**

Check or money order enclosed \$ \_\_\_\_\_ (Make payable to ALA)

Bill my library, school, or organization.

Purchase Order # \_\_\_\_\_ (Only for billed orders to libraries, schools, or other organizations. For first-time orders, please see below for details.) **PLEASE ATTACH PURCHASE ORDER.**

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ORGANIZATION \_\_\_\_\_  
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CITY STATE ZIP \_\_\_\_\_

**BILL TO:**

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TITLE \_\_\_\_\_  
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| ISBN13 / ITEM# | DESCRIPTION | QTY. | UNIT PRICE | 10% MEMBER DISCOUNT* | TOTAL<br>(QTY. * UNIT PRICE - DISCOUNT) |
|----------------|-------------|------|------------|----------------------|---|
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|                |             |      |            |                      |   |

**METHOD OF SHIPPING**  
Orders are usually sent via UPS, FedEx, or USPS. For questions about shipping or special shipping needs, please call 800-621-2736.

\*Member discounts do not apply to special offers or sets.

\*\*Please add appropriate sales tax. If you are unsure of your tax rate, call 1-800-621-2736 for assistance. If you are tax exempt, please include a copy of your tax-exempt certificate with your order.

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Shipping & handling charges are ESTIMATED and only finalized when the carrier validates the ship-to address. For more information visit [alastore.ala.org](http://alastore.ala.org).

|   |
|---|
| SUBTOTAL  |
| SALES TAX **                                    |
| ESTIMATED SHIPPING/HANDLING (see chart on left) |
| ORDER TOTAL                                     |

FEDERAL TAX I.D. NUMBER \_\_\_\_\_  
(Library, Bookstore)

**ORDERING & POLICY INFORMATION**

**SHIPPING**  
Except P.O. boxes, all orders are sent via FedEx or UPS Ground for guaranteed safe delivery, unless otherwise specified. Allow 2 weeks for delivery. For questions regarding shipments or for a quote on alternative shipping methods, call Customer Service at 1-800-621-2736.

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**BILLING**  
Orders from established organizational accounts can be billed. To open an organizational account, see ordering information provided below. Purchase orders are accepted via email, fax, and mail. Individuals must prepay by credit card or check/money order.

**ORGANIZATIONAL ACCOUNTS**  
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