**Book Order Form**

You have four options to order your books:
1. Visit the WITC Ashland Bookstore and purchase your books in person.
2. Order by mail. Send completed form with check payable to WITC Bookstore.
3. For faster delivery, you may use your credit card to order books by phone or fax.
4. Visit our website at [www.witc.edu](http://www.witc.edu) and click on Ashland, Bookstore.

Date: ____________________  Student ID: ____________________

Student Phone: ____________________  Name: ____________________

Street: ____________________

City, State and Zip: ____________________

<table>
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<tr>
<th>Class Id #</th>
<th>Catalog #</th>
<th>Class Title</th>
<th>Book Title</th>
<th>Price</th>
<th>Qty</th>
<th>Subtotal</th>
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<tr>
<td>40542</td>
<td>10-101-115</td>
<td>Accounting Principles</td>
<td>SAMPLE</td>
<td>Basics of Accounting</td>
<td>SAMPLE</td>
<td>$25.00</td>
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Subtotal

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1-2 Books add $7.00 dollars  3-4 Books add $11.00 dollars  6-10 Books add $16.00 dollars  Shipping & Handling

Subtotal including Shipping

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Tax

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Total Due

Method of Payment
- [ ] Cash
- [ ] Check (Check#_______)
- [ ] Vendor (Please attach letter of authorization)
- [ ] Credit Card Type MasterCard Visa Discover
  
Card #: ____________________
Exp. Date: ____________________

Return completed form (with payment) to:
WITC Bookstore – 2100 Beaser Ave – Ashland, WI 54806
Fax completed form to (715) 682-8040

Please allow 10 business days for shipping and handling.

**Book Return Policy – Students Please Read**
- Please have your instructors verify you have the correct books for your classes before using them.
- Please keep your bookstore receipt! Refunds/returns cannot be granted without your receipt.
- Books must be returned within one week of purchase for refund.
- Books may not be used for testing out and returning.
- Any article removed from shrink-wrap cannot be returned for a refund.
- Books must be in new condition to be returned for refund.
- Books that have been highlighted in are not acceptable for a refund.
- Book buybacks are at the end of each semester.
- The book buyback company will determine buyback prices and titles.