

# WITC Personal Care Worker RECEIPT and ORDER FORM for TEXTBOOK and COURSE SUPPLIES (07/10)

DATE \_\_\_\_\_  
 STUDENT ID # \_\_\_\_\_  
 STUDENT \_\_\_\_\_  
 NAME \_\_\_\_\_  
 STREET \_\_\_\_\_  
 CITY \_\_\_\_\_  
 STATE \_\_\_\_\_  
 ZIP \_\_\_\_\_  
 STUDENT \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

**CLASS TITLE: PERSONAL CARE WORKER 30-510-308**

Mosby's Textbook for Long-Term Care Nursing Assistant, 5 <sup>th</sup> edition and Skills DVD ISBN# 9780323067294	65.95	
Personal Care Worker Course Syllabus (2010-2011)	4.10	
Posey Gait Belt • Navy or White (please circle one)	\$8.85	
Total book and supplies		
<b>Shipping &amp; handling (cost based on weight)</b>		7.00
Sub Total		
<b>Plus tax</b> (Sub Total x .055 = Tax due)		
<b>TOTAL DUE</b>		

METHOD OF PAYMENT:  CASH  CHECK  CREDIT CARD  VENDOR (please attach letter of authorization)  
 M/C VISA DISCOVER

**CREDIT CARD NO.** \_\_\_\_\_ **EXP DATE** \_\_\_\_\_ **Verification#** \_\_\_\_\_

Books and course supplies are available at **WITC-Rice Lake Bookstore** or  
 please return this completed form with payment to:

**WITC-RICE LAKE BOOKSTORE  
 1900 COLLEGE DRIVE  
 RICE LAKE WI 54868**

OR

- **Phone in** order with credit card information. Please include your credit card#, expiration date, and 3 digit verification#: **800-243-9482 ext.5263 or 5474**
- **Fax** completed form to: **715-234-1241**
- **Email** completed, scanned form to: [norma.scheurer@witc.edu](mailto:norma.scheurer@witc.edu) Please include "NA book" in the subject line.
- **If textbook and course materials will be paid for by a third-party agency, authorization must be sent to the bookstore along with the order form. Orders will not be filled without payment.**

PLEASE ALLOW 2-3 DAYS FOR PROCESSING/SHIPPING

Thank You!

# Book Return Policy

## STUDENTS!

**PLEASE HAVE YOUR INSTRUCTOR VERIFY YOU HAVE THE CORRECT BOOK FOR YOUR CLASS 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 written in or highlighted in are not acceptable for a refund.

## **BOOK BUY-BACK OPTION**

*Book buy-backs are at the end of each semester. The book buy-back company will determine buy-back prices and titles. **\*\*In order to "sell-back" a textbook, you must have your receipt from the WITC-Rice Lake Bookstore.\*\****

**Thank you!**