



WITC NEW RICHMOND
 1019 S. Knowles Ave
 New Richmond, WI 54017
 Phone: (715) 246-6561 ext.4256
 Or 800-243-9482
 Fax: (715) 246-2777

www.witc.edu

Book Order Form

Bookstore Hours:
 Monday - Thursday
 8:00 a.m. – 7:00 p.m.
 Friday
 8:00 a.m. – 12 Noon
CLOSED Saturday & Sunday

Date: _____
 Student ID: _____
 Name: _____
 Street: _____

 City, State and Zip: _____

You have four options to order your books:

- 1) **Visit** the WITC New Richmond 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 and click on New Richmond, Bookstore.

Class Id #	Catalog #	Class Title	Book Title	Price	Qty	Subtotal
40542	10-101-115	Accounting Principles SAMPLE	Basics of Accounting SAMPLE	\$25.00	1	\$25.00
Subtotal						
Shipping & Handling – 1-2 Books add \$7.00 dollars 3-4 Books add \$11.00 dollars 5-10 Books add \$16.00 dollars						
Subtotal including Shipping						
(Subtotal & Shipping X .055) Tax						
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 – 1019 S. Knowles Ave – New Richmond, WI 54017
 Fax completed form to (715) 246-2777
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