

WITC Nursing Assistant RECEIPT and ORDER FORM for TEXTBOOK and COURSE SUPPLIES (6/08)

DATE _____
 STUDENT ID # _____
 STUDENT _____
 NAME _____
 STREET _____
 CITY _____
 STATE _____
 ZIP _____
 STUDENT _____
 SIGNATURE _____

CLASS TITLE: NURSING ASSISTANT (90 HOUR) 30-543-300

<i>Nursing Assistant: A Nursing Process Approach, 10th Edition</i> ISBN 978-1-4180-6606-2	\$80.36	
IF AVAILABLE: <i>Used</i> Nursing Assistant Textbook <ul style="list-style-type: none"> • <i>Make sure</i> the edition is acceptable with your instructor! 	Price will vary	
Nursing Assistant Course Syllabus (90 hour)	\$4.35	
Posey Gait Belt <ul style="list-style-type: none"> • Navy or White 	\$8.85	
Total book and supplies		
Shipping & handling (cost based on weight)		
All items = \$7		
Textbook only = \$7		
Gait belt & syllabus, gait belt only, syllabus only = \$5		
Sub Total		
Plus tax (Sub Total x .055 = Tax due)		
TOTAL DUE		

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

CREDIT CARD NO. _____

EXP DATE _____

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# and expiration date: **800-243-9482 ext.5263 or 5474**
- **Fax** completed form to: **715-234-1241**
- **Email** completed, scanned form to: norma.scheurer@witic.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!