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## PURCHASE ORDER FORM

### CLIENT INFORMATION

Name \_\_\_\_\_

Organization \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### DELIVERY INFORMATION

Latest Delivery Date \_\_\_\_\_

Recipient \_\_\_\_\_

Shipment Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Notes \_\_\_\_\_

### ORDER ITEMS

1. To learn more about placing a bulk order, visit <https://www.gaslightbooks.com/bulk-orders>. For further assistance, email us at info@gaslightbooks.com.
2. Complete all fields below for each title you would like to purchase. EAN/UPC numbers and unit prices are available on our online store at <https://www.bookshop.org/shop/gaslightbooks>. For assistance, email us at info@gaslightbooks.com.
3. Email your form to info@gaslightbooks.com and await approval. We will get back to you within 1 to 2 business days.
4. Follow the instructions provided in our response to pay your invoice via check or PayPal.

Title	EAN/UPC	Quantity	Unit Price

I agree that, if accepted by the vendor, this order is finalized upon payment. Orders canceled by the signer after payment is received are subject to a cancellation fee of 10% of the order total plus \$1.00 per item. If a finalized order or part of a finalized order cannot be fulfilled by the latest requested delivery date, the unfulfilled portion of the order will be refunded to the signer along with sales tax and shipping fees. If an order cannot be fulfilled by the latest requested delivery date, the full order may be subject to cancellation upon the signer's request with no cancellation fee applied; voided cancellation fees are subject to approval by the vendor based on the circumstances of the order.

Signature \_\_\_\_\_

Order Date \_\_\_\_\_

Subtotal \_\_\_\_\_ Discount \_\_\_\_\_

Discounted Subtotal \_\_\_\_\_

Tax \_\_\_\_\_

Shipping & Handling \_\_\_\_\_

TOTAL \_\_\_\_\_