

# NCDPI Publication Sales Order



LEA/School Code \_\_\_\_\_ Date \_\_\_\_\_

Name/Attention \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

*Method of payment:*

Check       Purchase Order # \_\_\_\_\_

MasterCard/Visa

Credit Card #

Expiration Date:     Card Security Code\*

Signature: \_\_\_\_\_

\* In the signature box on the back of the card, you should see either the entire 16-digit credit card number or just the last four digits followed by a 3-digit code. This 3-digit code is your Card Security Code.

**PAYMENT & ORDERING OPTIONS:**

**CHECK ENCLOSED:** Payment must accompany orders from non-public institutions, individuals and all out-of-state orders. Make check payable to NCDPI and mail this form and check to the address below.

**PURCHASE ORDERS:** Accepted only from NC public schools and NC public universities. Mail purchase order and this form to the address below or fax to 919.807.3481. Purchase orders will be invoiced with actual shipping costs and sales tax.

**CREDIT CARD PURCHASES:** MasterCard and Visa purchases can be made in person or over the telephone, or mailed to the address below. Call toll free 1.800.663.1250 or 919.807.3470 for credit card purchases.

Item Number	Title	Quantity	Price Each	Total

**NC Department of Public Instruction  
 Publication Sales Section  
 6306 Mail Service Center  
 Raleigh, NC 27699-6306  
 Phone: 919.807.3470  
 Fax: 919.807.3481**

Subtotal \_\_\_\_\_  
 Add 20% of total (for shipping) \_\_\_\_\_  
 Add 7.75% of total (NC sales tax) \_\_\_\_\_  
**TOTAL** \_\_\_\_\_