



Customer Type: ___ Individual/Consumer ___ Retail/College Bookstore **Date:** _____
 ___ Educational Facility ___ Government Facility
 ___ Other (please specify): _____

Shipping Method: ___ Ground ___ Next Day ___ 2nd Day ___ 3rd Day

Collect account to be used for shipping? Yes / No

If yes, please supply carrier to be used and collect account number: _____

Additional Instructions: _____

Account Number (if known): _____ **SAN Number(applies to bookstores only):** _____

PO Number (if applicable): _____

For new accounts, additional information may be requested for the set up of your account. It takes approximately 24-48 hours to set up a new account.

Tax Exempt (circle one)?: Yes / No If yes, please supply a current copy of your tax exemption paperwork.

Quantity	ISBN	Author	Title

<p>SHIP TO: Name: _____ Business/Institution: _____ Contact Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____ Email Address: _____</p>	<p>BILL TO: (If different than ship to) Name: _____ Business/Institution: _____ Contact Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____ Email Address: _____</p>
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DO NOT backorder unavailable titles. **Cancel Backorder Date:** _____ **Promotional Code:** _____
Sales Rep Number: _____ **DM Code:** _____
Gift Certificate #: _____ **Expiration Date:** _____

Payment Information:

- Bill Me**
- Check/Money Order Enclosed**
- Bill my Credit Card/Debit Card**

Select One(if applicable): ___ Visa ___ Discover ___ Mastercard ___ American Express

Credit Card Number: _____ **Exp. Date(mm/yy):** _____ **Security Code:** _____

Debit Card Users:

Please be aware that for debit cards only, payment is authorized in two stages. After you place your order, the bank will hold the initial authorization for the merchandise subtotal and then again when taxes are added later. This may result in what appears to be a duplicate charge for 3-4 days. After this time, the initial authorization will be released and only the authorization for the full amount will be charged to your checking account. To avoid the holding of these funds, please use a credit card rather than a debit card. If you have any questions concerning this, please email us at info@hiltonpub.com . **For security reasons, do not email your credit card number to us. If placing your order using a credit card, please fax your order form with this information to 1-866-455-1070.**

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