ORDER FORM Please read the Customer Agreement and Return Policy before ordering.

Your Name: _____

Organization: _____ Tax Exempt #: _____ (if applicable)

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Payment Information We can only bill organizations at commercial addresses or PO boxes. Individuals must pre-pay for materials AND royalties.

☐ Check Enclosed ☐ Bill Organization ☐ Purchase Order Number: _____ (if required)

☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMERICAN EXPRESS

Card Number: _____ Exp. Date: _____ Verification Code: _____

Royalty Information: Please complete if ordering scripts. Does not apply to textbooks.

☐ Preview Copies (scripts used only for selecting a play or musical) For musical perusals, see next page.

or

☐ Production Order (please complete the following information):

Anticipated production date(s): _____ Number of performances: _____

Indicate your billing preference for royalties:

☐ Bill my royalties NOW along with my scripts.* (Required for individuals and businesses operating out of a residence.)

or

☐ Bill my royalties closer to the performance date.

Merchandise Information Before you order, please read the Customer Agreement and our RETURN POLICY.

PLEASE INDICATE IF YOU WOULD PREFER PRODUCTION MATERIALS SENT ELECTRONICALLY.

Quantity	Title	Unit Price	Total

Value of Items To Be Shipped	Cont. US 3-5 days	Cont. US 2 days	AK & HI 5-10 days	Canada 7-14 days
up to $24.99	$6	$19	$6	$10
$25 to $49.99	$8	$21	$11	$16
$50 to $99.99	$10	$23	$14	$21
$100 to $149.99	$12	$25	$17	$27
$150 to $199.99	$15	$28	$22	$33
$200 to $249.99	$17	$30	$27	$39
$250 to $299.99	$19	$32	$32	$45
$300 to $349.99	$21	$34	$37	$50
$350 to $399.99	$23	$36	$42	$55
$400 & up	$25	$38	$47	$60

†Please refer to product descriptions for which texts require a $3 heavy surcharge. No more than one surcharge will be applied per order.

All Prices in U.S. Dollars

Merchandise Total	
Shipping Charge Check here if 2-Day ☐	
*Royalties (if applicable, see above)	
†Heavy text surcharge	
GRAND TOTAL	

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