

## ORDERING INFORMATION

Title	Quantity	Price Each	Total

<b>Sub Total</b>	
<b>Plate Charge</b> <i>(if applicable)</i>	
<b>NYS Residents</b> add state tax	
<b>Shipping &amp; Handling</b>	
<b>Total Order</b>	

## SHIPPING AND HANDLING CHARGES

Shipping on all orders is as follows: orders exceeding \$1,000 - **actual freight cost**; orders from \$300 to \$1,000 - **\$20**; orders from \$100 to \$299 - **\$10**; orders less than \$100 - **\$8**. Shipping to Canada - **actual freight cost**.

## SHIPPING/BILLING INFORMATION

**SHIP TO:**

Name \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
(Note: UPS will not deliver to a P.O. Box No.)  
 State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 E-Mail \_\_\_\_\_

**BILL TO:** (Complete only if different from Shipping Information)

Name \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

## METHOD OF PAYMENT

**Payment Enclosed.** Payment must be in US dollars.  
 **Bill as Shown Above.** PO # \_\_\_\_\_  
 **Charge My Credit Card.** (complete the following):  
 American Express     MasterCard     Visa  
 Card Number \_\_\_\_\_  
 Name on Card \_\_\_\_\_  
 Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

## IMPRINT INFORMATION

Please type or legibly print your imprint copy above. Genium is not responsible for typographical errors in handwritten copy, or when error is in original.

## HOW TO ORDER

Please use this order form or your organization's formal purchase order. Phone and fax orders referencing a PO number are also accepted. Genium also accepts American Express, MasterCard, and Visa. Mark confirming orders clearly to avoid duplication.

Payment with order is required from individuals not ordering through a company or organization. NYS residents must add appropriate state and local sales tax. All payments must be in US dollars. Make check payable to GENIUM GROUP INC. Shipping/Handling charges are added to all orders.

**RETURNS:** Any book, manual, or software package may be examined free for 30 days. No returns are accepted on pocket publications or handbooks, unless defective. You may cancel any time during your 30-day trial period. If you cancel, you will receive a refund less applicable shipping and handling, which is non-refundable. If you decide to cancel, please call Genium at: 1-800-243-6486 or email us at customer\_service@genium.com before your 30 day trial expires.

## GENIUM GROUP INC.

1171 Riverfront Center  
 Amsterdam, New York 12010 USA

**Please address all orders and inquiries to:**