

# PUBLICATION SALES ORDER FORM

Mail orders paid by check or credit card must use this form & select 20% shipping. See more payment info on page 2.

FORM INSTRUCTIONS (all totals will auto-calculate):

1. Download form to your computer and open in Acrobat Reader. **Do not fill out in your web browser, it will not save changes.**
2. Select publications from the pull down menus and type the quantity for each. For non-catalog items (i.e., training materials), use the last 2 fillable lines on the form.
3. **Select your means of payment to determine shipping cost.** See p.2 for more information.
4. **Select the county these items will ship to** from the pull down menu below for your tax rate.

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

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

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

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

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

Special Instructions:

Item No., Title (cost ea. for reference)	Quantity	Price Each	Total

		Subtotal	
		Subtotal + Ship	
		<b>TOTAL</b>	

**NC Department of Public Instruction**  
**Publication Sales – Gene Buchanan**  
**6307 Mail Service Center, Raleigh, NC 27699**  
**Phone: (984) 236-2010**  
**Email: publications@dpi.nc.gov**

**PREPAID ORDERS:**

Payment must accompany orders from non-public institutions, individuals and all out-of-state orders by check or credit card.

**IF USING THE NC E-PROCUREMENT SYSTEM:**

Please use the following vendor address:

**NCDPI PUBLICATION SALES**

**6307 Mail Service Center**

**RALEIGH, NC 27699**

**United States**

**Contact: Gene Buchanan**

**CHECK PURCHASES:**

Select 20% shipping option on payment form.

**Make check payable to NCDPI Publications** and mail this form and check to the address below.

NC Department of Public Instruction

Publication Sales – Gene Buchanan

6307 Mail Service Center

Raleigh, NC 27699

**CREDIT CARD PURCHASES:**

MasterCard, Visa and P-Card purchases **must be made by telephone**. For security reasons, do not email, mail or fax credit card numbers. **Call Phone: (984) 236-2010** for credit card purchases.

Select 20% shipping option on payment form.

Buyers using credit cards are welcomed and encouraged to fill out this form in advance and email to **publications@dpi.nc.gov**. We will call you as soon as we've looked over your form & confirmed it's accuracy for your credit card information.

**PURCHASE ORDERS:**

You may fill out this form, but do not need to if all necessary information is on the purchase order. Purchase orders will be invoiced with actual weighted shipping costs and sales tax.

**SALES TAX:**

By NC Law, is based on ship-to addresses. Select the county we will be shipping your items to for the correct tax.

**Phone: (984) 236-2010**

**Email: publications@dpi.nc.gov**