

Textbook Ordering Guide

Specialty Books is the official online bookstore for your institution! All you need to order your textbooks is your class schedule and a computer or a phone.

Ordering Is Simple

Choose one:

Go Online

To order your textbooks online go to www.specialty-books.com. Search for your school and select the materials you'd like to purchase for each of your courses. Proceed to the online "checkout," where you will be given payment and shipping options.

Call In

Call (800) 466-1365 to speak with one of Specialty Books' friendly representatives. We can tell you exactly what the required and recommended materials are for each of your courses.

Send It by Fax or by Mail

Fill out the order form on the reverse and fax it to (800) 466-7132

— or —

Mail it and your check, money order, or credit card information to:

Specialty Books
6000 Poston Road
Athens, OH 45701



Specialty Books®

Payment Options

Choose the most convenient method of payment!

- MasterCard, VISA, Discover, or American Express
- Personal or certified check
- Money order
- Western Union or wire transfer (call us for instructions)

Multiple Shipping Options!

All in-stock books are shipped within one business day of your order. We offer multiple shipping options, including UPS and USPS. Transit times vary depending on where you live so plan accordingly to avoid expedited shipping cost.

Returns/Refunds

Dropped your class? No problem. Just ship your books back to us within 30 days from the date of purchase. You will receive a full refund, excluding shipping cost.

Questions?

Contact Specialty Books' customer service department at (800) 466-1365 or email us at info@specialty-books.com.

Buyback

If you no longer need your textbook(s), you can sell them back to Specialty Books and receive up to 40% of the original price for your books, even if you bought them used, no matter where you bought them. For more information, visit the student section of our website at www.specialty-books.com/buyback or call us at (800) 466-1365 for a quote and instructions.



Specialty Books®

Specialty Books Order Form

Mail-In with Check, Money Order, or Credit Card Info

—or—

Fax with Credit Card Information

Student Name (Last, First): _____

Ship-to Address*: _____

*Please provide a street address and apartment number for UPS delivery. PO Box orders will ship by USPS only.

City: _____ State: _____ Zip: _____ Email: _____ Country: _____
(for shipping confirmation)

Daytime phone: _____ Evening phone: _____ Date: _____

Dept/Course No.	Version	Course Name	Book Title and Edition	Price

<p>Shipping Costs for 6 books or less <i>(check one)</i></p> <p> <input type="checkbox"/> \$10.00 for UPS Ground <input type="checkbox"/> \$18.00 for UPS 2nd Day <input type="checkbox"/> \$32.00 for UPS Overnight <input type="checkbox"/> \$12.00 for USPS Priority (insured) For orders of 7 books or more or Express Mail, please call us for shipping costs. </p>		<p>Subtotal _____</p> <p>Shipping _____ <small>(select option from list)</small></p> <p>Ohio Residents add 7.25% Sales Tax _____</p> <p>Total _____</p>
--	--	--

Method of Payment *(check one)*

- Check or Money Order** enclosed (Make payable to Specialty Books)
- Credit/Debit Card** *(check one)*: VISA MasterCard Discover American Express

Credit Card No: - - - Expiration Date: /

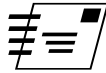
Security Code: _____
(3 or 4 digit number on back of card)

Name on Card: _____ Signature: _____


Billing Address (if different from above) _____

City: _____ State: _____ Zip: _____ Country: _____

Mail your order and payment to:
Specialty Books
6000 Poston Road
Athens, OH 45701



Fax Credit Card only orders:
(740) 593-3045
or (800) 466-7132



Questions??
Call us at (740) 594-2274
or (800) 466-1365
Visit our website:
www.specialty-books.com

