

PUBLICATION SALES ORDER FORM

Mail orders paid by check or credit card must request a quote for shipping. Purchase orders may request a quote or select "PO - May Invoice Shipping Without Quote" if you do not require an exact quote in advance.

FORM INSTRUCTIONS (all totals will auto-calculate):

1. Download form to your computer and fill out in Acrobat Reader. **Please email us the editable pdf for quotes.**
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 one of the 3 options for shipping: Quote Requested, Pickup at DPI , or PO - May Invoice Shipping Without Quote**
4. **Select the county these items will ship to** from the pull down menu below for your tax rate.

Name/Attention _____ Telephone _____

Shipping Address _____

City _____ State _____ ZIP _____

E-mail _____Accounts Payable Email for PO invoices:_____

Special Instructions:

[illegible]

PURCHASE ORDERS

Accepted from public institutions, private colleges/universities, college bookstores

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.

Please request a shipping quote if your finance department requires it.

IF USING THE NC E-PROCUREMENT SYSTEM:

Please look for the vendor listing: **NC DEPT OF PUBLIC INSTRUCTION**

Use the following vendor address:

NCDPI - PUBLICATION SALES

6307 Mail Service Center

RALEIGH, NC 27699

United States

Contact: Josh Lees

publications@dpi.nc.gov

Please email publications@dpi.nc.gov a copy of your order **in addition** to submitting it through a procurement system.

After you receive your order along with an invoice,

please mail checks to:

NCDPI - PUBLICATION SALES

6336 Mail Service Center

RALEIGH, NC 27699-6336

CREDIT CARD PURCHASES

Non-public organizations not listed above, individuals and all out-of-state orders must pay in advance by credit card when shipping is required. Any entity or individual may pay by credit card.

Email this form to **publications@dpi.nc.gov** and include a phone number and time to call for credit card purchase. We will email you a quote which includes shipping & tax prior to calling. Note it may take 1-2 days for us to pack, weigh & estimate your shipping cost.

We can accept MasterCard, Visa and P-Card purchases.

For security reasons, do not email, mail or fax credit card numbers.

CHECK PURCHASES

Checks are fine for onsite pickups. We do not recommend paying in advance by check through the mail. Some mail takes 2 months to arrive at NCDPI.

If advance check payments are your only option, please fill out this form and email to **publications@dpi.nc.gov** for an official quote before mailing checks. Include the date you will need your order in the email. **Make check payable to NCDPI Publications** and mail this form and check to the address below.

NCDPI - PUBLICATION SALES

6336 Mail Service Center

RALEIGH, NC 27699-6336

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.

QUESTIONS?

Phone: (984) 236-2010

Email: publications@dpi.nc.gov