

## DCP BOOKSTORE ORDER FORM

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

ROOM/FLOOR \_\_\_\_\_

CITY \_\_\_\_\_

STATE ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_

FAX \_\_\_\_\_

QUANTITY	TITLE	UNIT PRICE	TOTAL
CHECKS OR MONEY ORDERS PAYABLE TO: <b>The Department of City Planning</b> NO PHONE ORDERS OR C.O.D.S MAIL COMPLETED ORDER FORM WITH PAYMENT TO: <b>City Planning Bookstore/NYC Department of City Planning</b> <b>22 Reade Street</b> <b>New York, NY 10007-1216</b> OR FAX SIGNED CREDIT CARD ORDER TO: <b>212-720-3646</b>		MAILTUBE* @\$2.00 EA.	
		SUBTOTAL	
		TAX**	
		SHIPPING & HANDLING	
		<b>TOTAL COST</b>	

**CREDIT CARD PAYMENT**

Master Card   
  Visa   
  Discover   
  American Express

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Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

- \* **Mailing Tubes** hold up to six large maps
- \*\* **New York State and City Tax:** Unless tax exemption documents are attached, New York City residents must add 8.375% sales tax; for other localities in state, add applicable tax.

**SHIPPING CHARGES**

Zoning Resolution (UPS Delivery only)

**First Class Mail** (allow 2-3 weeks for delivery)

**For Orders Totalling:**

Up to \$2.99 add \$ .60	20.00 to 39.99 add 6.00		
3.00 to 4.99 1.00	40.00 to 59.99 8.00		
5.00 to 9.99 2.00	60.00 to 100.00 10.00		
10.00 to 19.99 4.00	Each additional 100.00 10.00		

**Overseas**

Double the shipping charge for all shipments outside of the U.S. Additionally, all foreign checks payable in U.S. funds must include a \$45.00 Bank Service Charge.

**Express Mail** (payment only by credit card, certified check or money order)

**For Orders Totalling:**

Up to \$9.99 add \$15.00			
10.00 to 19.99 add 22.00			
20.00 to 59.99 add 29.00			
60.00 to 100.00 add 72.00			