

# WATTLES PUBLICATIONS

*Publishers of Technical Text and Reference Books*

## PRODUCT ORDER FORM

Please carefully read the following instructions, doing so will expedite the processing of your order.

All orders must be prepaid. Wattles Publications will not accept CODs or Purchase Orders. Foreign orders, make payment by bank draft or International Money Order, payable in US\$ drawn on a U.S. bank. Please see Special Charges below. Please allow at least three weeks for orders to be sent to our Post Office Box.

### **SHIPPING INFORMATION:**

We ship all orders within the United States by way of USPS Priority Mail. United Parcel Ground Service (UPS) or FedEx Ground Service is available on request. If you prefer to ship by UPS or FedEx using your account, please specify your account number and mode of shipping. Post Office Box orders will ship Priority Mail as UPS or FedEx will not deliver to Post Office Boxes.

### **SPECIAL CHARGES:**

Standard shipping charge is \$12.00 for up to two books. If your order contains more than two books, add \$2.00 for each additional book. Foreign orders, add \$18.00 for the first 2 books, and \$5.00 for each additional book. To ensure prompt order handling, we recommend that all foreign orders write to us to determine your shipping charges specifying which method of shipment you prefer, i.e., UPS, FedEx, surface mail or air parcel post. <mailto:jfrems@wattles.com>.

### **BULK SALES:**

If your order contains ten or more books of the *same title* you may qualify for a publisher's quantity discount of 20%. For additional information, please contact us at <mailto:jfrems@wattles.com>.

### **APPROVAL OF ORDERS:**

Prices, terms, and conditions are subject to change without notice. All orders received by Wattles Publications are subject to approval by the Company prior to shipment. If you do not hear from us within 30 days after you place an order, please contact us at <mailto:jfrems@wattles.com>. We will not fill orders that do not include Shipping and Handling, Sales Tax (California Resident Only), or Special Charges.

### **MASTER CARD/VISA CARD/DISCOVER CARD:**

We accept MasterCard, Visa Card, and Discover Card. Please make sure to fill in all the items requested on the Order Form, including your name as it appears on the card, card number, and expiration date. Please provide your credit card billing Zip Code even if the Zip Code is the same as the shipping address. Make sure to include your typed or electronic signature. If you are not comfortable sending your card information by email, send your Order Form without the card information. We will phone you within 24 hours of receiving your order to get your card information.

### **FEEDBACK:**

We welcome your comments, suggestions, or complaints about Wattles Publications or our books. We encourage suggestions on how we may improve our books. As shown below, you can reach us in a variety of ways. Please feel free to call, write, or send us an email message.

For more information about the products or services offered by Wattles Publications, call us at the phone number below or <mailto:jfrems@wattles.com>.

**WATTLES PUBLICATIONS**

P.O. Box 1706 Tustin, CA 92781-1706

Voice Mail: (714) 832-5711 or <mailto:jfrems@wattles.com>

# WATTLES PUBLICATIONS

*Publishers of Technical Text and Reference Books*

## ORDER FORM

	<i>Quantity</i>	<i>Price Each</i>	<i>Amount</i>
• <b><u>WRITING LEGAL DESCRIPTIONS</u></b> <i>In Conjunction with Survey Boundary Control .....</i>	_____ @	\$50.00 =	\$ _____
• <b><u>GW's WORKshop EXERCISE BOOK</u></b> <i>Exercises in Legal Descriptions and Survey Analysis .....</i>	_____ @	\$20.00 =	\$ _____
• <b><u>LAND SURVEY DESCRIPTIONS</u></b> <i>Classic Reference on Legal Descriptions .....</i>	_____ @	\$35.00 =	\$ _____
• <b><u>SURVEY DRAFTING</u></b> <i>Drafting Practices in Surveying and Engineering Offices .....</i>	_____ @	\$40.00 =	\$ _____

**Sub Total** ..... \$ \_\_\_\_\_

California Residents Add Sales Tax (7.75%) ..... \$ \_\_\_\_\_

Add Shipping and Handling ..... \$ 12.00

Add Special Charges (see above) ..... \$ \_\_\_\_\_

**Total Amount** ..... \$ \_\_\_\_\_

(Please make checks payable to: Wattles Publications)

***USPS Mail or Email to:***

**WATTLES PUBLICATIONS**

P.O. Box 1706

Tustin, CA 92781-1706

714.832.5711 (Voicemail)

mailto: [jfrems@wattles.com](mailto:jfrems@wattles.com)

***Ship to:***

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Zip: \_\_\_\_\_

***Please furnish the following information for all credit card orders***

Master Card \_\_\_\_\_

Visa Card \_\_\_\_\_

Discover Card \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Expires: \_\_\_\_\_

Card Number: \_\_\_\_\_

Billing Statement Zip Code: \_\_\_\_\_

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