

MIG Communications ORDER FORM

Please fax or mail to MIG; see information on next page.

Date: _____

Ship To:

Name: _____

Company: _____

Address (no P.O. boxes): _____

City: _____ State/Zip: _____

Telephone: _____ Fax: _____

P.O. #: _____

Special Instructions: _____

Bill To:

Name: _____

Company: _____

Address: _____

City: _____ State/Zip: _____

Telephone: _____ Fax: _____

Payment:

P.O. #: _____

Credit Card #: _____

Name on Card: _____

Expiration Date: _____

Signature: _____

Subtotal _____

Subtract Discount (%) _____

Adjusted Subtotal _____

Shipping and Handling _____

CA Sales Tax by county (%) _____

TOTAL _____

For Office Use Only:

Order taken by: _____ To warehouse? _____

Referral source: _____

Tracking number: _____



MIG Communications

800 Hearst Avenue
Berkeley, CA 94710
(800) 790-8444
fax: (510) 845-8750
www.migcom.com

MIG Communications ORDERING INFORMATION

Payment

Individual Customers

Prepayment is required before shipping. We accept **personal checks, money orders, Visa, and MasterCard**. We cannot accept American Express or Discover.

Resellers, Government Agencies and Organizations

We accept purchase orders when a purchase order number accompanies the order. Payment is expected 30 days from the invoice date.

Discounts

We offer discounts for multiple copies and to resellers.

Retail Rate (non-resale)

6+ 10% discount

Bookstores (resale)

1-5 20% discount

6+ 40% discount

Note: You may combine titles of other MIG books to achieve discount quantities. You'll find all our publications at www.migcom.com.

Complimentary Copies

To receive a complimentary copy, review copy, or samples for a conference, please send a written request on official letterhead explaining how the book will be used.

Returns

Non-resale customers

Products in resellable condition are accepted up to 30 days after purchase.

Resale customers

Products in resellable condition are accepted between 6 and 18 months of the invoice date. Returns must be accompanied by a copy of the original invoice.

Shipping/Handling: Regular

Domestic Orders

Shipping/handling is \$10 per book; no discounts. Domestic orders are processed and shipped weekly from our warehouse and are usually received within two weeks of ordering. Orders are sent via UPS ground service and require a street address (no P.O. boxes).

Overseas Orders

Overseas orders are sent via U.S. Postal Service surface mail. Please call to get an estimate of shipping and handling charges. Packages may not exceed 4 pounds each. Customs declaration may cause delay or additional charge.

Shipping/Handling: Rush

Domestic Only

Domestic rush orders are sent directly from MIG Communications via UPS. Shipping costs vary according to the destination and air service. Please call to get an estimate.



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