



# Simon & Schuster Special Sales Order Form

Fax # 212-698-2863  
Fax # 212-698-2359

Assistant Premium & Author Sales  
Phone 212-698-2105

Please Clearly Print As Much Information As Possible In Order to Ensure That Your Order Is Properly Completed.

**Please check one of the following:** Premium\_\_\_\_(purchasing books as giveaways or promotional pieces)  
Corporate\_\_\_\_(purchasing books for training purposes)  
Author\_\_\_\_(authors who wish to purchase their own title(s))  
Author Appearance\_\_\_\_(please specify the need by date)

**SHIP TO:**

**Company:** \_\_\_\_\_

**Street Address-** \_\_\_\_\_

**City-** \_\_\_\_\_ **State-** \_\_\_\_\_ **Zip-** \_\_\_\_\_

**Attn to:** \_\_\_\_\_

**Shipping Method:** Please check one of the following:

Ground- \_\_\_\_\_ 2<sup>nd</sup> Day Air- \_\_\_\_\_ Overnight- \_\_\_\_\_ **NEED BY DATE:** \_\_\_\_\_

\*Please note that we cannot calculate shipping totals upon purchase. They are based on weight and destination. This information will take up to 24 hours to obtain. Ground shipping will take 7-10 business days to arrive. All orders placed after 12:00 p.m. EST will not be processed until the following day.

**Quantity-** \_\_\_\_\_

**Quantity-** \_\_\_\_\_

**Title-** \_\_\_\_\_

**Title-** \_\_\_\_\_

**ISBN-** \_\_\_\_\_

**ISBN-** \_\_\_\_\_

**Account #-** \_\_\_\_\_

If you do not have an established account with Simon & Schuster please note that all orders must be prepaid by check or credit card.

**Credit Card-** Type- \_\_\_\_\_

**Billing Address:**

Number- \_\_\_\_\_

Address 1: \_\_\_\_\_

Expiration Date- \_\_\_\_\_

Address 2: \_\_\_\_\_

Name on the Card- \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone #- \_\_\_\_\_

Phone #: \_\_\_\_\_

If you are paying by check please leave a fax number so that we can send you an invoice indicating the total amount due: You will receive a proforma invoice within 24 hrs. Please send invoice, check, and tax exempt certificate when applicable to the address marked on the invoice.

**Check:** Name- \_\_\_\_\_

Phone #- \_\_\_\_\_ Fax #- \_\_\_\_\_

**Please indicate whether or not you are taxable:** \*Simon & Schuster is obliged to charge and collect sales tax in the absence of a resale or exemption certificate in the state product is being shipped to.

Yes \_\_\_\_\_ No \_\_\_\_\_ (Please attach a signed copy of your tax exempt certificate)

Signature \_\_\_\_\_ Date \_\_\_\_\_

*For tracking information please call our Customer Service at 877-989-0009*

Additional Comments- \_\_\_\_\_