Rigby
HOUGHTON MIFFLIN HARCOURT

ORDER FORM

MAIL

Please enclose this order form with your purchase order and mail to the Customer Service Center.

Houghton Mifflin Harcourt
Customer Service Center
181 Ballardvale Street
Wilmington, MA 01887

PHONE/FAX

To order, or for customer service, call 800.289.4490 or fax 800.289.3994

For product information, call 800.426.6577

ONLINE

To order online, visit **www.rigby.com**

Date _____ Purchase order # _____

METHOD OF PAYMENT: ❑ Check ❑ Money Order ❑ Bill our account _____

❑ MasterCard ❑ VISA ❑ Discover ❑ American Express ❑ Diners Club

Acct. #_____ Exp. _____ Cardholder's ZIP _____

Cardholder's signature _____ Daytime phone_____

Please select the method of shipment below:

❑ UPS Ground (add 10% of order value or a $10.00 minimum)

❑ UPS 2nd Day Air (add 15% of order value or a $10.00 minimum)

Allow 72 hours for processing.

BILL TO:

Name _____

Position _____

School _____

School address _____

County _____

Phone _____

District/Diocese _____

City_____ State_____ Zip _____

SEND TO:

Name _____

Position _____

School_____

School address _____

County _____

Phone _____

District/Diocese _____

City_____ State_____ Zip_____

If ordering technology: Technology Coordinator name/phone/e-mail _____

ISBN-13	Description/Title	Quantity	School Price*	Total

* School Price includes the regular educational discount (Shipping Service Fees additional). Shipping Services Fees are prepaid and added to the invoice as a separate item. If payment for educational materials is included with your order, please add 10% or a minimum of $10.00, whichever is greater, to cover standard transportation and handling costs. Customers may call 800.289.4490 for a transportation quote for large orders. State and local taxes should be added where they apply. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. All orders are subject to our standard terms and conditions.

Subtotal	
10% to cover standard transportation and handling costs (minimum of $10.00)	
State and local taxes	
TOTAL	

2010 Rigby Pre-K–8