



Ordering Form – Century University

Instructions

Century University students – There are three ways to place an order for your textbooks.

The easiest way is to log onto the internet at www.varsitybooks.com, click on New Mexico on the map, then click on Century University. Follow the quick-and-easy steps to place your order in a timely manner. Please be aware that we only accept credit card orders online.

We also accept phone orders by calling toll-free (within the U.S) 1-877-VAR-BOOK. A customer service representative will be happy to assist you. We do accept orders via check or credit card over the phone.

Finally, we accept mail orders. If you would like to place a mail order, please read the following instructions on how to complete this ordering form and send the completed version along with a check or money order to the following address:

ATT: VarsityBooks.com
1300 19th Street NW, 8th Floor
Washington, DC 20036

- (1) Using the attached course printouts, please identify the books you need and on the following page, list the Title, Quantity, ISBN, and Book Cost for each title. When finished, sum the Book Costs to get your Book Total.
- (2) Calculate tax if shipping to the following states:
 - California – 7%
 - Maryland – 5%
 - Illinois – 6.25%
 - North Carolina – 6.5%
 - Washington, DC – 5.75%
 - Georgia – 4%
 - Louisiana – 4%
 - Alabama – 4%
 - Colorado – 2.9%
- (3) Calculate shipping. Shipping Cost = (Book Total * 4%) + \$4.95 for domestic UPS Ground service.
- (4) Calculate your total. Order Total = Book Total + Shipping Cost + Tax.
- (5) Write a check or money order for your Order Total payable to VarsityBooks.com. You may wish to make a copy of the order form for your own records.
- (6) VarsityBooks.com will ship your order as soon as your check clears. We will email you to notify you once it is ready to ship.

** Students that reside outside the United States, please contact us for shipping rates at (202) 667-3400. If you cannot contact us via phone, please fill out this order form and we will contact you with regard to a shipping rate. Check amounts must be written in US dollars and must be drawn from a US bank.

ORDER FORM

NAME (please print) _____

EMAIL _____

PHONE _____

SHIPPING ADDRESS _____

TEXTBOOKS

TITLE	ISBN	QUANTITY	PRICE
EX. Introduction to Biology	0034214321	1	\$74.00
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BOOK TOTAL: \$ _____

plus Shipping Cost ([Book Total * 4%] + \$4.95): _____

plus State Tax (if applicable): _____

(add these three figures)

Order Total (Book Total + Shipping Cost + applicable tax):
