

ORDERING INFORMATION

Title	Quantity	Price Each	Total

Sub Total	
Plate Charge <i>(if applicable)</i>	
NYS Residents add state tax	
Shipping & Handling	
Total Order	

SHIPPING AND HANDLING CHARGES

Shipping on all orders is as follows: orders exceeding \$1,000 - **actual freight cost**; orders from \$300 to \$1,000 - **\$20**; orders from \$100 to \$299 - **\$10**; orders less than \$100 - **\$8**. Shipping to Canada - **actual freight cost**.

SHIPPING/BILLING INFORMATION

SHIP TO:

Name _____

Organization _____

Address _____

City _____

(Note: UPS will not deliver to a P.O. Box No.)

State/Province _____ Zip/Postal Code _____

Phone () _____ Fax () _____

E-Mail _____

BILL TO: (Complete only if different from Shipping Information)

Name _____

Organization _____

Address _____

City _____

State/Province _____ Zip/Postal Code _____

Phone () _____ Fax () _____

METHOD OF PAYMENT

Payment Enclosed. Payment must be in US dollars.

Bill as Shown Above. PO # _____

Charge My Credit Card. (complete the following):

American Express MasterCard Visa

Card Number _____

Name on Card _____

Signature _____ Exp. Date _____

IMPRINT INFORMATION

Please type or legibly print your imprint copy above. Genium is not responsible for typographical errors in handwritten copy, or when error is in original.

HOW TO ORDER

Please use this order form or your organization's formal purchase order. Phone and fax orders referencing a PO number are also accepted. Genium also accepts American Express, MasterCard, and Visa. Mark confirming orders clearly to avoid duplication.

Payment with order is required from individuals not ordering through a company or organization. NYS residents must add appropriate state and local sales tax. All payments must be in US dollars. Make check payable to GENIUM GROUP INC. Shipping/Handling charges are added to all orders.

RETURNS: Any book, manual, or software package may be examined free for 30 days. No returns are accepted on pocket publications or handbooks, unless defective. You may cancel any time during your 30-day trial period. If you cancel, you will receive a refund less applicable shipping and handling, which is non-refundable. If you decide to cancel, please call Genium at: 1-800-243-6486 or email us at customer_service@genium.com before your 30 day trial expires.

GENIUM GROUP INC.

1171 Riverfront Center
 Amsterdam, New York 12010 USA

Please address all orders and inquiries to: