

Order Form



Mail: Perma-Bound Books
617 East Vandalia Road
Jacksonville, IL 62650

Fax: 1-800-551-1169
1-217-243-7505

Phone: 1-800-637-6581
1-217-243-5451

Email: books@perma-bound.com
Online: www.perma-bound.com

Bill To/District Address

Customer ID *(found on previous packing lists or invoices)*

Ship To/School Address

District _____

School _____

Attention _____

Attention _____

Address _____

Address _____

City _____ State _____ ZIP _____

City _____ State _____ ZIP _____

Phone _____

Phone _____

Email _____

Email _____

Method of Payment

PURCHASE ORDER NO. _____

Authorized by _____

Check or money order enclosed payable to Perma-Bound

Mastercard Visa Card Number _____

Exp Date ___/___

Cardholder's Signature _____

Additional Instructions

Do Not Exceed Amount \$ _____

- Do Not Substitute** **Books only, no processing** **Back orders allowed, ship as available**
- Complete fulfillment with substitutions** **Use processing specs on file** **No back orders allowed, hold shipment for all titles**
- Hold delivery until** _____

Shipping Information

To help us expediate freight shipments, please fill in the following information:

Do you have a loading dock? [] Yes [] No

Will the shipment be delivered to the ground floor? [] Yes [] No

If no, what floor will it need to be delivered to? _____

Does your building have an elevator? [] Yes [] No

Between what hours does the shipment need to arrive? _____

Contact name and phone number. _____

