

# State Bookstore Catalog Mail Order Form

All mail orders must be pre-paid by check or money order payable to the Commonwealth of Massachusetts. Allow approximately one week for delivery. To facilitate your order, we require a telephone number and street address. Prices are subject to change.

Complete order form and mail to:  
 State Bookstore, State House, Room 116, Boston, MA 02133  
 Telephone: 617-727-2834



**William Francis Galvin**  
 Secretary of the Commonwealth  
 State Bookstore  
 State House, Room 116  
 Boston, MA 02133  
 Email: bookstore@sec.state.ma.us  
 Web: www.sec.state.ma.us/spr

Ship to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

CMR No.	Title	Price Each	Quantity	Total Price

Please call in advance for shipping costs on INTERNATIONAL and CANADIAN orders.  
 RETURN POLICY: The State Bookstore will refund any purchase up to 30 days, provided the merchandise is in saleable condition. Check purchases will take approximately 3-4 weeks to be processed.

Subtotal	
Shipping and Handling	
Insurance	
Net Total	

## Notice to all State Agencies

Checks will not be accepted from state agencies. State agencies must go through the IE/IV system process. Please contact your fiscal division prior to contacting the State Bookstore. State agencies must submit the following information:

Departmental Code (3 letters): \_\_\_\_\_ Organizational # (4 digits): \_\_\_\_\_

Amount to be encumbered: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

## NEW!

Customers may also purchase bookstore items online by visiting our website at **www.sec.state.ma.us/spr**

Shipping and Handling	
If your order subtotal is between:	Your shipping and handling fee is:
0-\$4.99	\$2.50
\$5.00-\$9.99	\$5.00
\$10.00-\$19.99	\$7.00
\$20.00-\$39.99	\$8.00
\$40.00-\$64.99	\$8.50
\$65.00-\$84.99	\$9.00
\$85.00-\$99.99	\$10.00
\$100-\$109.99	\$11.00
\$110.00-\$149.99	\$15.00
\$150.00-\$199.99	\$18.00
\$200.00-\$249.99	\$20.00
\$250.00-\$299.99	\$22.00
\$300.00-\$349.99	\$25.00
\$350.00-\$399.99	\$30.00
\$400.00-\$499.99	\$35.00
\$500.00 and Over	10% of Total

For every order over \$100, add .30 for insurance and add .30 cents for every \$100 increment thereafter.