

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.state.ma.us/sec/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.state.ma.us/sec/spr**

Shipping and Handling	
If your order subtotal is between:	Your shipping and handling fee is:
0-\$4.99	\$2.00
\$5.00-\$14.99	\$4.50
\$15.00-\$24.99	\$5.50
\$25.00-\$49.99	\$6.00
\$50.00-\$74.99	\$8.00
\$75.00-\$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.