**Order Form**

**Standard Quantity Discounts Per Title:**
10% for 10 or more copies of one title

<table>
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<th>Updated 1/2020</th>
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**LEADERSHIP**

  $39.00 $34.95 ______  ______
  $34.95 $24.95 ______  ______
- School Board Secretary’s Handbook (2019)  
  $34.95 $24.95  ______  ______

**LEGAL**

- Labor Relations for School Leaders (2018)  
  $89.95  $69.95 ______  ______
- Essentials of Parliamentary Procedure (10 for $30)  
  $10.95  $4.00 ______  ______
  N/A N/A ______  ______
  $115.00  $85.00 ______  ______
  $920.00  $680.00 ______  ______

ALL SALES ARE FINAL.

Subtotal $ ____________

+ Postage and Handling (see below) $ ____________

Subtotal $ ____________

+ 6% PA Sales Tax, if applicable $ ____________

TOTAL AMOUNT OF ORDER $ ____________

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**Postage and handling charges**

- To be added to all orders, except storage boxes.
- PREPAYMENT REQUIRED FOR ORDERS OF $50 OR LESS.
- Purchaser must add postage and handling charges using chart.

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<tbody>
<tr>
<td>$5.95</td>
<td>7.95</td>
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<td>$11.95</td>
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**Payment must accompany order.**

- AMEX  
- VISA  
- MasterCard  
- DISCOVER  
- Card #________________________________________ Exp. Date ___________________ CVV________________

- Name on Card _________________________________________________ Billing ZIP Code ____________________________

Please provide a street address for delivery purposes; carrier will NOT deliver to a P.O. box.

Name ___________________________ Daytime Phone ___________________________

School Entity ___________________________ Address ___________________________

City ___________________________ State ___________ ZIP+4 ___________________________

Authorized Signature ________________________________________________ Date ___________________________

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**Payment**

- must accompany order.