



RELOCATION GUIDE ORDER FORM

5755 Granger Road, Suite 600 Phone: 216-661-6666
 Independence, Ohio 44131 Fax: 216-661-5594

EMAIL ORDER TO: SLOPEZ@CITYVISITOR.COM

10/10/17

SHIPPING / BILLING INFORMATION

SHIP TO:		BILL TO:	
Corporation			
D/B/A			
Contact			
Address			
City, State, Zip			
Phone	Fax	Fax	
Web Address			
Email Address			

NUMBER OF BOOKS ORDERED

\$2.50 PER BOOK (Retail Rate \$19.95)
MINIMUM ORDER 10 BOOKS

# of Books	Per Book Fee	Total Book Fee (A)
X	\$2.50	

SHIPPING - STANDARD 2-5 BUSINESS DAYS

SHIPPING FEES		Total Shipping Fees (B)
10-60 Books \$1.00 PER BOOK	61+ Books \$75.00 TOTAL SHIPPING	
TOTAL ORDER (A + B)		

Terms and Conditions

NO RETURNS: Books are not returnable, no credit or refund allowed.

PAYMENT TERMS: Payment is to be received in our office BEFORE delivery of books, unless billing arrangements have been made. Invoiced orders due net 10 days. Advertiser agrees to pay within the terms here stated. If Advertiser does not pay on time, Advertiser agrees to pay a 1.5% per month late fee (minimum \$20.00), all collection fees, court fees and attorney fees incurred by creditor in recovering this account. Discounts offered on invoices may only be applied when payments are received by City Visitor in accordance with terms stated above.

DELIVERY OF BOOKS: Publisher will do its best to deliver books on schedule, but no guarantees are made. City Visitor Direct Delivery available to the 18 counties surrounding and including Cuyahoga County only. Direct Delivery outside of this region quoted as requested.

METHOD OF PAYMENT

Credit Card	AMEX MC VISA DISCOVER (circle one)	Card Number:	Expiration: /	Verification Number:	
	Name on Card:		Billing Address:		
Invoice DUE NET 10 DAYS	Amount Authorized	P/O#	Book Fees	Shipping Fees	Total Order
Authorized Signature / Title			Date		City Visitor Use Only: Date Received: _____ Payment Processed: _____ Books Shipped/Delivered: _____
Print Name		Corporation			

If you have any questions, please contact our Relocation Director, Katie Morgan, at 216-661-6666.

THANK YOU FOR YOUR ORDER