

**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

Per Book Fee (Retail rate \$19.95)		
1-9 books	10-49 books	50+ books
\$3.95 each	\$3.75 each	\$3.25 each

# of Books	Per Book Fee	Total Book Fee (A)
X		

SHIPPING - STANDARD 2-5 BUSINESS DAYS

Per Shipment Fee			
1-5 books	6-14 books	15-49 books	50+ books
\$5.00	\$10.00	\$15.00	\$20.00

Total Shipping Fees (B)**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			City Visitor Use Only: Date Received: _____	
Print Name			Payment Processed: _____	
Corporation			Books Shipped/Delivered: _____	

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

THANK YOU FOR YOUR ORDER