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**MAIL ORDER INSTRUCTIONS
& SHIPPING CHART**
REV. 12.1 - 2/25/2018

Ordering Instructions:

- Complete the form on the first page to place an order for our books and non-book merchandise.
- Page 3 contains a product price list for your reference. To view full-color photos of our products, please visit our web site.
- Find the information about the products you wish to order, and enter the information into the table on the page 1 of this form.
- If you would like to order more than 10 total items, please email us for a possible bulk discount.
- Pre-publication Orders: You can reserve your copy of a forthcoming book title at a discount price. Your contact information is important for shipping when the book is published. Get more information on pre-publication titles at our web site.
- Shipping information and rates are located in the notes and table below. Rates are based on the total number of items ordered, either multiple copies or different items. Choose your shipping option and enter your shipping & handling charges on page 1.
- New York State Customers only: Add an additional 8% sales tax to the total of your purchase amount AND your shipping charges.
- Enter your payment method. Personal checks, money orders, and credit cards are accepted. Make checks and money orders payable to *Square Circle Press LLC*.
- Mail your payment and the completed form to *Square Circle Press LLC, PO Box 913, Schenectady, NY 12301*.
- Processing Time: Orders are usually processed within the next two business days. If our in-house inventory is low, we must drop-ship the item directly to your destination from our warehouse, which requires an additional 2-3 days to process. Occasionally we may need to split an order into two shipments.
- Non-book merchandise: Please allow an additional three business days to process your order. Except for maps, your merchandise will be shipped directly to you from Zazzle, in a separate package.
- Shipping Times: Economy (5-10 business days); Priority (2-3 business days); International Priority Air (varies with destination outside the U.S.). Shipping times are approximate and are NOT guaranteed. Please allow extra time during the holiday season (Thanksgiving through New Year's Day).

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Number of Items	Economy Shipping 5-10 business days	Priority Shipping 2-3 business days	International Priority Air Time varies
1 - 2	\$3.25	\$6.75	\$25.00
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5 - 6	\$4.75	\$8.50	\$32.50
7 - 8	\$5.25	\$10.00	\$40.00
9 - 10	\$5.75	\$12.00	\$50.00

Thank you for your order !!!



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PRODUCT PRICE LIST
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Please refer to our web site for size charts or any special sale prices.

PRODUCT TITLE	PRODUCT #	SIZES	COLORS	PRICE
CURRENT BOOK TITLES				
My Dad is a Freemason – SALE PRICE!	SCP-0001			\$12.00
I Know You Won't Forget (Hardcover)	SCP-0002			\$16.95
Otsego Lodge No. 138, F & AM: A Collection of Historical Miscellanea ...	SCP-0010			\$16.95
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Middlefield and the Settling of the New York Frontier (Hardcover)	SCP-0015			\$35.95
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A Bunny Named Cup Cake: The Complete Cup Cake Stories	SCP-0020			\$13.95
Bench Talk: A Novel	SCP-0027			\$19.95
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A History of The Vale: Schenectady's Historic Rural Cemetery	SCP-0057			\$29.95
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Please visit our web site to view our latest and seasonal merchandise.				

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