



# LARGE PRINT Reproductions Order Form

★ See LRS Large Print Catalog for additional ordering information

Date: \_\_\_\_\_

### BILL TO:

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Department \_\_\_\_\_  
 School/Organization \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # ( ) \_\_\_\_\_  
 Fax # ( ) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

### SHIP TO:

(If different from billing address)

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Department \_\_\_\_\_  
 School/Organization \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # ( ) \_\_\_\_\_  
 Fax # ( ) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

### CANCELLATIONS & RETURNS

LRS Large Print Reproductions are custom produced to order and therefore cancellations or returns of properly processed books CANNOT be accepted.

### HOW TO ORDER

Call: 1-800-255-5002 • Fax: 310-354-2601

Mail order form to address below:

Library Reproduction Service

14214 S. Figueroa St., Los Angeles, CA 90061-1034

Questions? E-mail: Lrsprint@aol.com • 800-255-5002

**Please supply as much information below as possible:**

### PAYMENT METHOD

- Bill my school/organization listed above.  
P.O. No. \_\_\_\_\_
- Payment Enclosed: \$ \_\_\_\_\_  
**Prepayment is required for personal orders.**
- Check    Credit Card: \_\_\_ Visa \_\_\_ Mastercard  
**We only accept VISA or Mastercard**

Acct #: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Qty	Reorder or New Book <sup>(1)</sup>	LRS Order#	Title	ISBN	C/R Date	Gr Lv	Color/B&W	Type Size <sup>(2)</sup>	Price Each	Item Total

- If more space is needed for your order, please photocopy this form.
- Prices are subject to change. You'll be notified of any 10% price variance.

- (1) **FIRST-TIME Reproduction Orders:** Send one (1) copy of regular print book. Original can be rebound and returned at no extra cost.
- (2) **TYPE SIZE:** Leave this column blank for LRS STANDARD print Sizes: Grades 1-6: 20 point, Grades 7-12, post-secondary and Adult: 18 point. To request smaller or larger type sizes, indicate the type size in this column.
- (3) **SHIPPING & HANDLING:** Free Matter: No charge; UPS Ground: 6%.
- (4) **RUSH DELIVERY:** Rush deliveries are available at cost based upon weight of shipment. Actual charges are available at completion of order.
- (5) **RUSH SERVICE:** Emergencies - We will try & accommodate. No Charge.

**TOTAL FROM ABOVE:**

### SHIPPING & HANDLING<sup>(3)</sup>:

Circle Your Choice

- a) Free Matter (no charge)
- b) UPS Ground (6%)
- c) Rush Delivery<sup>(4)</sup>

(If applicable) **STATE SALES TAX:**

(If applicable) **LOCAL TAXES:**

**TOTAL DUE:**