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## HOW TO PLACE AN ORDER Using MasterCard or Visa Charge By Telephone or Fax

Individuals paying with either MasterCard or Visa charge may do so by calling toll-free **1-800-952-BOOK** and placing the order, or may Fax the order to 201-871-4009.

*Note :* A postage/shipping charge of \$4.00 will be added for the first item ordered and a \$2.00 charge for each additional item ordered for delivery in the U.S.A. A postage/shipping charge of \$8.00 will be added for the first item ordered and a \$5.00 charge for each additional item ordered for delivery to Canada. A postage/shipping charge of \$9.00 will be added for the first item ordered and a \$7.00 charge for each additional item ordered for delivery to all other destinations.

### **BY TELEPHONE (1-800-952-BOOK IN THE U.S.A. AND CANADA):**

Please have your MasterCard or Visa charge ready when placing your order. A receptionist will take your order from 10 a.m. to 5 p.m. EST. Orders may be placed via telephone at all other times by stating the order on our answering machine. On placing an order with the receptionist or on the answering machine, please provide the following information:

1. Items to be ordered: \_\_\_\_\_  
\_\_\_\_\_
2. Charge card number: \_\_\_\_\_
3. Charge card expiration date: \_\_\_\_\_
4. Name of person listed on charge card: \_\_\_\_\_
5. Full and complete mailing address for shipping the order:  
\_\_\_\_\_  
\_\_\_\_\_
6. Telephone number where card holder can be called: \_\_\_\_\_

### **BY FAX (201-871-4009 WORLDWIDE):**

Please fill in information in steps 1-6 as noted above and fax this form to ETP.