

# How to Order Publications and Videos

## Resources for Idaho

<http://info.ag.uidaho.edu/catalog>

Many publications are available at county offices of University of Idaho Extension. To locate a UI Extension office near you, see <http://www.extension.uidaho.edu/find.asp>

Other ways to order are:

### By surface mail

Publications  
College of Agricultural and Life Sciences  
University of Idaho  
P.O. Box 442240  
Moscow, ID 83844-2240

**By phone** (208) 885-7982

**By fax** (208) 885-4648

**By email** [calspubs@uidaho.edu](mailto:calspubs@uidaho.edu)

Please include an order form (see below) or a list containing both the order numbers and titles of your purchases.

**Payment:** Payment, including shipping and handling, must accompany all orders except for established accounts and recognized purchase orders. We accept checks, money orders, or credit cards. Idaho residents add a 6 percent sales tax or provide a tax-exempt number. Make checks payable to **UI Bursar**.

### \*Shipping and Handling:

Note. If you are purchasing publications only, use the **Publication Orders** rate chart. For video only or CD only orders, please use the **Video (VHS, DVD) and CD Orders** information. For combined publication and video or CD orders, you will need to apply rate information from both sections.

#### Publication Orders

Amount of order (merchandise total)	Shipping and handling charges
\$0.00 - \$2.50	\$2.00
\$2.51 - \$5.00	\$2.50
\$5.01 - \$12.50	\$4.00
\$12.51 - \$25.00	\$4.75
\$25.01 - \$75.00	\$6.25
\$75.01 - \$125.00	\$7.75
\$125.01 - \$175.00	\$10.25
\$175.01 - \$250.00	\$13.25
\$250.01 - \$500.00	8% of order
\$500.01 - \$1,000.00	6% of order
\$1,000.01 - and up	5% of order

#### Video (VHS, DVD) and CD Orders

If combined with a publication order:	Add \$1.00 per item to the publication order Shipping and handling charges.
For non-publication orders:	\$4.00 for the first item and \$1.00 for each additional item.

**Volume discounts:** The following volume discounts apply to all but books, curricula, CDs, and videos

50-99 copies = 15%

100+ copies = 20%

500+ copies = 30%

# University of Idaho

College of Agricultural and Life Sciences

## Publication and Video Order Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Daytime phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Quantity	Order #	Title	Unit price	Total

**Merchandise total** \_\_\_\_\_

**6% Sales tax**  
(Idaho residents only) \_\_\_\_\_

**\*Shipping & handling**  
(see Shipping & Handling charts) \_\_\_\_\_

**Order total** \_\_\_\_\_

**Payment method:**

Check (make payable to **UI Bursar**)

Formal purchase order for \$\_\_\_\_\_ P.O. #: \_\_\_\_\_

Credit card:       Visa       Master Card       Discover

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**Submit completed form to:**

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**THANK YOU FOR YOUR ORDER!**