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*Out the door in 24!*

**ORDER FORM**

**MBSDirect**

**Returns & Refunds**

MBS Direct allows books/materials (new or used) to be returned within 14 days of the course start date or the date received (whichever is later) for a full refund.

Circle the items on the front of the MBS packing slip that are being returned and indicate the reason for the return. Include packing slip in return shipment. (Remember to make a photocopy for your records.) Please indicate return on the outside of the box.

New course materials must be returned in new condition (without any kind of writing or marking) to receive a full refund.

Ship the book UPS ground or insured mail. Postage on returns is not refundable.

Credit for the returned item(s) will be issued in the same manner the payment was originally made. Allow two to three weeks for processing time.

Call Customer Service at 800-325-3252 if you have any questions.

**Buyback Procedures**

All books having resale value will be bought back as used. Sell your books online at [www.mbsdirect.net](http://www.mbsdirect.net) or call MBS Customer Service at 800-325-3252 to obtain a quote by email or mail along with a pre-paid shipping label.

Have the following information ready: author, title, ISBN, edition, and publisher. Study guides, working papers, audio tapes, reprints, and custom publications are not eligible for buyback.

If your books have resale value, shipping instructions will be given at this time.

Upon receipt of the book(s) at MBS, a check will be issued for the buyback price. Allow two to three weeks processing time.

**ORDER FORM**



MBS Direct is easy, fast and convenient for your course materials purchases. You can order your textbooks and other materials by Internet, mail, fax, or speak to us directly by using our 800 number. Identify yourself, your school, local site, and course name and number. We'll do the rest!



MBS Direct ships your order within 24 hours, according to your instructions (excluding holidays and weekends). Payment is accepted via credit card, personal check, or money order.

Prince William Sound Community College

<http://direct.mbsbooks.com/pwscc.htm>

**MBSDirect**

# MBS Direct Order Form

When placing an order, the following information is required: school you are attending, site (location of class) or program, and complete course information.



**By Internet**-Safely order your textbooks and other course materials online from the Virtual Bookstore.  
Your URL is: <http://www.mbsdirect.net>  
Payment must be by credit card.



**By Phone**-800-325-3252  
Monday-Thursday 7 am-10 pm  
Friday 7 am-6 pm  
Saturday 8 am-5 pm  
Sunday 12 pm-4 pm CDT/CST  
Payment must be by credit card.



**By Fax**-Fax completed Order Form to 800-499-0143. Credit card will be charged for a new book if no used is available.



**By Mail**-Send completed Order Form with your check, money order, or credit card information to:

MBS Direct, P.O. Box 597, Columbia, MO 65205

Send express orders to:

MBS Direct, 2805 Falling Leaf Lane,  
Columbia, MO 65201

## SHIPPING CHARGES FOR MAIL ORDER ONLY

# OF ITEMS	PRIORITY	UPS GROUND	2ND DAY UPS	NEXT DAY
1	\$5.75	Not Available	\$13.00	\$31.00
2	\$8.50	Not Available	\$17.50	\$39.25
3	\$10.75	Not Available	\$21.75	\$47.50
4	\$12.25	Not Available	\$25.75	\$55.00
5	\$14.50	Not Available	\$30.00	\$62.50
6	\$16.25	Not Available	\$33.00	\$67.50
7	\$18.50	Not Available	\$36.75	\$72.75
8	\$20.00	Not Available	\$40.25	\$78.25
9	\$22.25	Not Available	\$44.25	\$84.00
10	\$24.00	Not Available	\$47.75	\$89.75



Shipping Internationally?-Students ordering course materials to be shipped internationally must call for shipping charges.  
International Phone 573-441-9179  
International Fax 573-446-5254

## ● Ship Course Materials to: (Please print)

STUDENT NAME (LAST, FIRST) \_\_\_\_\_ DATE \_\_\_\_ - \_\_\_\_ - \_\_\_\_

BUSINESS NAME \_\_\_\_\_

SHIP TO ADDRESS \_\_\_\_\_ SUITE# \_\_\_\_\_

Please supply a street address for UPS delivery. If you are shipping to a business address, please provide the business name, and suite number when applicable. P.O. Box orders will be shipped via regular mail only.

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ WORK TELEPHONE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

## ● Method of Payment

Check or Money order enclosed payable to MBS Direct (\$25 fee for returned checks)

MasterCard  Visa  Discover  American Express

CREDIT CARD NUMBER

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EXPIRATION DATE

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SIGNATURE \_\_\_\_\_

Complete all applicable information fields. Some fields are not applicable for photocopied or media materials.

COURSE NO.	START DATE	QTY.	AUTHOR	ITEM TITLE	ED.	AMOUNT

## ● Shipping

GROUND  2ND DAY  OVERNIGHT  PRIORITY MAIL

	SUB TOTAL AMOUNT
Missouri Residents add 2.75% tax	SALES TAX
	SHIPPING
	TOTAL AMOUNT

**PLEASE NOTE: ORDERS ARE SHIPPED WITHIN 24 HOURS OF RECEIPT, MONDAY-FRIDAY. ORDERS TO BE SHIPPED BY AIR, IF RECEIVED BEFORE 12:00 PM CDT/CST, WILL GO OUT THE SAME DAY, WEEKENDS AND HOLIDAYS EXCLUDED. TO EXPEDITE ORDER FULFILLMENT, PAYMENT BY CREDIT CARD OR MONEY ORDER IS RECOMMENDED**

OFFICE USE ONLY:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ INIT: \_\_\_\_\_ ORDER# \_\_\_\_\_