TEXTBOOK ORDER FORM

SUBJECT AREA: _____
SCHOOL_____
DEPARTMENT HEAD_____

DATE _____

SCHOOL YEAR_____
PUBLISHER_____
ADDRESS_____
_____
DATE OF CATALOG _____
PHONE # OF COMPANY_____
- Use current price lists (do not use old catalogs)
- Include shipping/handling for each publisher (10%)

Directions: -Use a separate sheet for each publisher.
-Complete all information including teacher resource materials

APPROVE/ DIS/APPROVE	QTY TO ORDER	ISBN NUMBER/ ITEM #	EXACT TITLE	AUTHOR(S)	DATE OF EDITION	LIST PRICE	TOTAL
						Subtotal	
						Shipping/Handling (10%)	

*Supervisor's approval/disapproval

(complete if this is last page of order for above publisher)

APPROVED _____

TOTAL COST OF THIS PAGE $_____

(Principal)

APPROVED_____
(Supervisor)