

How to Order

1. Using the order form on the previous page, provide your name, complete address, and postal or Zip code.
2. List each publication you want to order and provide the ISBN and price.
3. Calculate the total price.
4. Determine the appropriate postage and handling charge using the following calculation:
 - Total your order, then add 15%.
 - Add a \$5.00 handling charge.

For example, if your order comes to \$40.00, add ($\$40.00 \times 0.15 =$) \$6.00, then add \$5.00, for a total of \$51.00.
5. If you are ordering from Canada, prices are in Canadian dollars.
6. If you are ordering from outside Canada, we accept payment in US funds, at par. You can use a US cheque or money order.
7. Make your cheque or money order payable to "Kingston Branch OGS". We must receive full payment before we can process your order.
8. Send your completed order form and full payment to:

Kingston Branch OGS
PO Box 1394
Kingston, Ontario
Canada K7L 5C6
9. Allow 4 to 6 weeks for your order to be processed. All sales are final.