

**CIVL 200****Custom Course Materials Order Form**

There are four ways to order your textbooks from the UBC Bookstore:

- 1. In person**    Ensure the shelf tag has the correct course number and that the instructor is labelled as Distance. Purchase Distance texts only; other course sections may use different texts.
- 2. Phone**        Phone orders are accepted Mon. to Fri. between 9:30am and 5pm. Locally call 604-822-2665. Out-of-town call 1-800-661-3889. Identify yourself as a Distance Education student.
- 3. Fax**            Dial 604-822-2111 and send this completed form.
- 4. Mail**            Send this completed form to:            UBC Bookstore  
6200 University Blvd  
Vancouver, BC V6T 1Z4

**Send books to:**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Street address: \_\_\_\_\_ City/Prov.: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone (daytime): \_\_\_\_\_

**Please phone the Bookstore (see #2 above) to confirm prices. Check the items you wish to order and write in the prices quoted:**

Price                      Optional Texts & Custom Course Materials

\_\_\_\_\_  **CIVL 200 Custom Course Materials** (OLT Section), these are optional as all course material can be downloaded from the course website.

\_\_\_\_\_ Total materials cost

\_\_\_\_\_ **Add 5% HST**

\_\_\_\_\_ **Add 12% HST to Shipping cost** (contact UBC Bookstore for current shipping costs to your location)

\_\_\_\_\_ **Total payment required**

**Payment:**

Methods of payment include Cheque, Money Order or Credit Card. Please include 5% HST for books and 12% HST for shipping cost. Make cheque payable to "UBC Bookstore". For Credit Card payments, please fill out the following:

<input type="checkbox"/> Visa	Total Amount: _____	Card no.																	
<input type="checkbox"/> MasterCard												Year	Month						
<input type="checkbox"/> American Express	Signature: _____											Expiry date							