

# RTC/IL ORDER FORM

**Mail order form and check to:**

University of Kansas  
 RTC/IL Publications  
 1000 Sunnyside Ave., Room 4089 Dole Center  
 Lawrence, KS 66045-7555  
 Phone: 785-864-4095

**Fax order form and P.O. to:**

Attn: Publications Dept.  
 (785) 864-5063

**Bill to:** \_\_\_\_\_

**Ship to:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
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**PLEASE NOTE:** All orders must be pre-paid using check, cash, or purchase order. We cannot accept credit cards.

**International orders** will be billed actual shipping charges, plus insurance, plus \$3.00 handling fee. For shipments to countries where U.S. Postal Service will not insure delivery, we will ship only if you are willing to assume responsibility for loss. **Please allow 4-6 weeks for delivery. The RTC/IL is not responsible for lost orders.**

(1) Item #	(2) Quantity	(3) Unit Price	(4) Subtotal (2 x 3)	(5) Shipping Weight		(6) Total Shipping Wt. (2 x 5)		(7) Total Shipping (see below)	(8) Total (4 + 7)	(9) Alternate Format (see below)
				Lbs.	Oz.	Lbs.	Oz.			
<b>Comments:</b>								<b>Subtotal</b>		
								<b>Handling</b>	2.00	
								<b>Grand Total</b>		

**Shipping Charges**

<u>Weight</u>	<u>Add</u>
Under 5 lbs.	4.00
6-10 lbs.	6.00
11-15 lbs.	7.50
16-20 lbs.	9.50
21 lbs & over	9.50 plus .40 for each additional pound over 21 lbs.

**Alternate Formats Available**

Braille  
 Large Print  
 Audio Cassette  
 Computer Disk in Rich Text Format

*If you do not specify, standard format will be shipped.*