

# PUBLICATION SALES ORDER FORM

**Mail orders paid by check or credit card must now request a quote for shipping.** Purchase orders may request a quote or select the "Invoice Me for Shipping" option if you do not require an exact quote in advance.

FORM INSTRUCTIONS (all totals will auto-calculate):

1. Download form to your computer and open in Acrobat Reader. **Do not fill out in your web browser, it will not save changes.**
2. Select publications from the pull down menus and type the quantity for each. For non-catalog items (i.e., training materials), use the last 2 fillable lines on the form.
3. **Select one of the 3 options for shipping: Quote Requested, Pickup at DPI - No Shipping, or Invoice Me - No Quote Required**
4. **Select the county these items will ship to** from the pull down menu below for your tax rate.

Name/Attention \_\_\_\_\_ Telephone \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail \_\_\_\_\_ Accounts Payable Email for PO invoices: \_\_\_\_\_

Special Instructions:

[illegible]

**PREPAID ORDERS:**

**Payment must accompany orders from non-public institutions, individuals and all out-of-state orders by check or credit card.**

**IF USING THE NC E-PROCUREMENT SYSTEM:**

Please look for the vendor listing:

**NC DEPT OF PUBLIC INSTRUCTION**

Use the following vendor address:

**NCDPI - PUBLICATION SALES**

**6307 Mail Service Center**

**RALEIGH, NC 27699**

**United States**

**Contact: Josh Lees**

**publications@dpi.nc.gov**

**CHECK PURCHASES:**

Please fill out form and email to **publications@dpi.nc.gov** for an official quote before mailing checks. **Make check payable to NCDPI Publications** and mail this form and check to the address below.

NC Department of Public Instruction

Publication Sales – Laura Weakland

6307 Mail Service Center

Raleigh, NC 27699

**CREDIT CARD PURCHASES:**

For security reasons, do not email, mail or fax credit card numbers. Please email this form to **publications@dpi.nc.gov** and include a phone number and time to call for Credit card purchase. Note it may take 1-2 days for us to pack, weigh & estimate your shipping cost.

We can accept MasterCard, Visa and P-Card purchases.

**PURCHASE ORDERS:**

You may fill out this form, but do not need to if all necessary information is on the purchase order. Purchase orders will be invoiced with actual weighted shipping costs and sales tax.

**SALES TAX:**

By NC Law, is based on ship-to addresses. Select the county we will be shipping your items to for the correct tax.

**QUESTIONS?**

Phone: (984) 236-2010

Email: [publications@dpi.nc.gov](mailto:publications@dpi.nc.gov)