

YoungBiz Catalog Order Form

Complete this order form and mail, fax, or email to YoungBiz.

MAIL: YoungBiz
 P.O. Box 30267
 New York, NY 10011
PHONE: 1(800) 878-4982
FAX: 1(866) 768-6522
EMAIL: customerservice@youngbiz.com

Product	Item Number	Unit Price	Quantity	Total
			Subtotal	
			Sales tax*	
			Shipping**	
			Total Due	

* New York State residents please add 8.875%. All non-profits and schools are exempt from sales tax.
 ** Calculate shipping using the table on page 2 of this form. Our standard shipping method is UPS ground.

BILLING INFORMATION
(If paying by credit card, please make sure your name and address match your credit card statement.)

Full Name _____ Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

SHIPPING INFORMATION (if different from billing information)

Full Name _____ Organization _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

PAYMENT INFORMATION

Select your credit card type:

- Visa Discover
 Master Card

Name as it appears on your credit card: _____ Security Code: _____

Credit Card number: _____ Expiration Date: _____

Check Enclosed for Amount of: _____ Check Number: _____

Purchase Order #: _____ Authorized Signature: _____

(If using a purchase order, please mail, fax, or email the purchase order with your completed order form.)

Shipping Table

Subtotal of Order	Shipping
Up to \$15	\$5.95
\$16 to \$25	\$6.95
\$26 to \$40	\$7.95
\$41 to \$55	\$8.95
\$56 to \$70	\$9.95
\$71 to \$85	\$10.95
\$86 to \$100	\$11.95
\$101 and up (call for estimated shipping)	

Special Instructions: _____

Please allow 3 work days for order processing and 2-5 work days for shipping by UPS ground. Call 1(800) 878-4982 for rush orders.

Thank you for your order!