ORDER FORM



www.dramatists.com

440 Park Avenue South, New York, NY 10016 Tel. 212-683-8960 Fax 212-213-1539

FOR FASTER SERVICE, ORDER ONLINE AT WWW.DRAMATISTS.COM

Order Processing: All orders placed Monday through Thursday will be processed the following day. All orders placed on Friday or during the weekend will be processed the following Monday. Orders will be shipped two to three business days after they are processed. Note that the Play Service is closed on Saturdays, Sundays and most holidays. See reverse side of this form for handling fees, shipping costs and transit times. If you would like to check the status of your shipment, please contact Customer Service between the hours of 9 AM and 5:30 PM E.S.T. at 212-683-8960 or email orders@dramatists.com.

Return Policy: NO RETURNS. All sales are final. For quality issues including misprinted books or items damaged in transit, contact customer service at orders@dramatists.com.

| ISBN | Title | Author(s) | Qty | Price | Total |
|------|-------|-----------|-----|-------|-------|
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| Billing Information (please print) | | Subtotal | | |
|------------------------------------|---|----------|-------------------|--------------------------|
| | | | Handling* | |
| Date | Customer Account No. (required for POs) | | Shipping* | |
| Name | | | Subtotal | |
| Company/Organization | | | | |
| Address | | | NY Sales Tax | |
| City | | | Total | |
| State/Province | Zip/Postal Code | | (U.S. funds only) | |
| Country | | | * see reverse | or handling and shipping |
| Telephone | Fax | | | |
| Email | | | | |

| Method of Payment | Shipping Information (If different from billing) |
|---|--|
| Check or Money Order (payable to Dramatists Play Service, Inc.) Purchase Order No. (Customer Account No. required above) Credit Card | Name Company/Organization Address City State/Province Zip/Postal Code |
| Visa Mastercard American Express Discover Number | Country Shipping Method (see reverse for transit times) |
| Expiration Date | USPS: UPS: First Class Ground 3 Day Select 2nd Day Next Day UPS Account No. (if available) First Class International FEDEX: Priority International 2-Day Standard Overnight Priority Overnight |
| Authorized signature | |

HANDLING FEES

| Total Order Price | Handling Fee | |
|-------------------|--------------|--|
| .01 – 30.00 | \$2.00 | |
| 30.01 – 100.00 | \$3.00 | |
| 100.01 – 500.00 | \$4.00 | |
| 500.01 + | \$5.00 | |

Handling fees are subject to change based on the fulfillment requirements needed for your order.

For shipping rates, please contact customer service at 212-683-8960 or orders@dramatists.com.

ESTIMATED TRANSIT TIMES

USPS (UNITED STATES POSTAL SERVICE)

- First Class: Orders are shipped 1-2 business days after they are processed and should arrive 7-10 days later.
- Priority: Orders are shipped 1-2 business days after they are processed and should arrive 3-5 days later.
- Express: Orders shipped the day after they are processed and should arrive 2 business days later.

UPS (UNITED PARCEL SERVICE)

- Ground: Orders are shipped 1-2 business days after they are processed and should arrive 5-7 business days later.
- UPS 3-Day Select: Orders are shipped 1 business day after they are processed and should arrive 3 business days later.
- 2nd Day Air: Orders are shipped 1 business day after they are processed and should arrive 2 business days later.
- Next Day Air: Orders are shipped 1 business day after they are processed and should arrive the next business day.
- Standard to Canada: Orders are shipped 1-2 business days after they are processed. Delivery time is dependent upon location and customs processing. All duties and brokerage fees will be the responsibility of the customer.

FEDERAL EXPRESS (FEDEX)

- 2-Day: Orders are shipped 1 business day after they are processed and should arrive 2 business days later.
- Standard Overnight: Orders are shipped 1 business day after they are processed and should arrive by 4 p.m. the following business day.
- Priority Overnight: Orders are shipped 1 business day after they are processed and should arrive by 10:30 a.m. the following business day.

INTERNATIONAL ORDERS

Please allow extra delivery time due to customs clearance. All duties and brokerage fees will be the responsibility of the customer.

UPS CANNOT DELIVER TO A POST OFFICE BOX. AN ADDRESS IS REQUIRED FOR DELIVERY.