

Hmong District
Office of Church Leadership Academy
12287 Pennsylvania St. * Thornton, CO 80241

COURSE/BOOKS ORDER FORM

Use this form to order books. A student must pass and paid for a book before he/she receives the next one. **All orders must be prepaid.** Be sure to include payment with this form.

Church/Center: _____

Ship to/Attn: _____

Shipping Address: _____

Ordered by: _____ Date Order _____

Title: _____ Contact Phone:(____) _____

No.	Description/Book	Language	Quantity	Unit Price	Total

*Shipping & Handling Schedules (please ✓ one):
 _____ *Minimum \$ 2.50 (less than \$25.00)*
 _____ *Library Rate (above \$25.00) 10%*
 _____ *First Class minimum \$ 3.00 (less than \$20.00)*
 _____ *First Class (above \$25.00) 15%*
 _____ *Express/Priority Mail Actual*

Subtotal	
S/H*	
TOTAL	

Please allow 2-3 weeks for delivery. Thank you for your order.

Office use Only	→ Order Received by: _____ Date: _____
	<input type="checkbox"/> Check Enclosed
	<input type="checkbox"/> Please Bill
	<input type="checkbox"/> Other
Note: _____	