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**INSTRUCTIONS ON HOW TO PLACE YOUR ORDER PLEASE READ CAREFULLY**

1. Print your Name, Address and Telephone Number on the booklist.
2. If you are paying by credit card (Bankcard, MasterCard, Visa ONLY) please check that Card Number is correct and that Card Expiry Date is included. Do not forget to sign this section.
3. Tick or highlight all items you require on this booklist. DO NOT detach any part of this form. The full Booklist is to be posted back to us.
4. Post this Booklist to INSEGNA EDUCATIONAL BOOKSELLERS, NO 1 TRIPOVICH STREET, BRUNSWICK, VIC. 3056 together with your payment (including the appropriate Postage & Handling). Cheques should be made payable to INSEGNA EDUCATIONAL BOOKSELLER. *PLEASE NOTE:* a penalty fee of \$30.00 will become payable for any cheque returned to us unpaid by our Bank.

Postage & Handling charges are as follows: VICTORIA \$9.90, INTERSTATE \$17.50  
OVERSEAS (Sea Freight Only) \$27.50. For Overseas Airmail - please enquire.

**PLEASE PRINT:**

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_ Facsimile No \_\_\_\_\_

TOTAL AMOUNT FOR BOOKS SELECTED \$ \_\_\_\_\_

POSTAGE & HANDLING (As indicated above) \$ \_\_\_\_\_

TOTAL AMOUNT ENCLOSED ..... \$ \_\_\_\_\_

• Bankcard/MasterCard/Visa

: : : : : : : : : : : : : : :

Expiry Date \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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PRICES QUOTED ARE CORRECT AT THE TIME OF PUBLISHING THIS BOOKLIST. HOWEVER, WE RESERVE THE RIGHT TO PASS ON ANY PRICE CHARGES THAT MAY OCCUR AFTER THIS TIME.