

DCP BOOKSTORE ORDER FORM

NAME _____

COMPANY _____

ADDRESS _____ ROOM/FLOOR _____

CITY _____ STATE _____ ZIP _____

DAY PHONE _____ FAX _____

EMAIL _____

QUANTITY	TITLE	UNIT PRICE	TOTAL
CHECKS OR MONEY ORDERS PAYABLE TO: The Department of City Planning NO PHONE ORDERS OR C.O.D.S MAIL COMPLETED ORDER FORM WITH PAYMENT TO: City Planning Bookstore/NYC Department of City Planning 120 Broadway, 31 st Floor New York, NY 10271		MAILTUBE* @\$2.00 EA.	
		SUBTOTAL	
		TAX**	
		SHIPPING & HANDLING	
		TOTAL COST	

* **Mailing Tubes** hold up to six large maps

****New York State and City Tax:** Unless tax exemption documents are attached, New York City residents must add 8.875% sales tax; for other localities in state, add applicable tax.

SHIPPING CHARGES

Zoning Resolution (UPS Delivery only)

First Class Mail (allow 2–3 weeks for delivery)

For Orders Totaling:

Up to \$2.99 add \$.60	20.00 to 39.99 add \$6.00
3.00 to 4.99 1.00	40.00 to 59.99 8.00
5.00 to 9.99 2.00	60.00 to 100.00 10.00
10.00 to 19.99 4.00	Each additional 100.00 10.00

Overseas

Double the shipping charge for all shipments outside of the U.S. Additionally, all foreign checks payable in U.S. funds must include a \$45 Bank Service Charge.

Express Mail (payment only by certified check or money order)

For Orders Totaling:

Up to \$9.99 add \$15.00
10.00 to 19.99 add 22.00
20.00 to 59.99 add 29.00
60.00 to 100.00 add 72.00