

Textbook Order Form

Full Name: _____ Student ID#: _____
(We cannot process your order without this)

Shipping Address: _____
(UPS will not deliver to P.O. Box Numbers)

Apt: _____ City: _____ State: _____ Zip Code: _____

Phone number where you can be reached:

Day: _____ Evening: _____

Your email address (I.E. you@xyz.com): _____

Delivery Option: (please check only one shipping or one pickup option)

Shipping Options:

Standard Ground \$15 Second Day Air \$45 Next Day Air \$65 Out of Country (price varies)

Pick Up (Please note that if being sent to an off campus location delivery time will vary depending on schedule of courier.)
Hutchinson Newton McPherson Ft. Riley

Method of Payment: (please check)

Financial Aid (only if awarded and paper work completed – student responsibility)

FACTS payment plan (This must be set up prior to placing your textbook order)

3rd Party Pay (VA, WIA, TAA, etc.)

*** Book Scholarship Recipients are not eligible to use this order form. Please visit the Main Campus HCC Bookstore for your textbooks***

Course ID is needed to process your order, please list below.

Example: EN101 011

- 1.
- 2.
- 3.
- 4.
- 5.

(We will send you all **REQUIRED** materials for each class listed unless we are otherwise notified)

Would you prefer (check one) New books Used books (New will automatically be substituted if used are not available.)

Our Fax number is 620-728-8115

Disclaimer: Textbook prices are subject to change without notice.

Orders are filled within 24-48 hours.

If a book order is canceled, a \$10 cancellation fee will be charged.

Books must be picked up within 10 business days to avoid a \$10 cancellation/restocking fee.

• When you complete this form, please **SAVE** it to your computer and then attach to an email and send to: orders_campusstore@hutchcc.edu with a subject of Textbook Order. In the body of the email include any information you feel is important regarding your order