



# Order Form 2018

PUTTING YOUR ORDER TOGETHER IS EASY!

JUST FOLLOW THESE STEPS AND SEND YOUR ORDER FORM TO US BY:

**MAIL** EARTH'S BIRTHDAY PROJECT PO Box 1536 SANTA FE, NM 87504

**FAX** (505) 395-9410 *ALWAYS CALL TO VERIFY WE'VE RECEIVED IT!*

**PHONE** (800) 698-4438

**EMAIL** INFO@EARTHSBIRTHDAY.ORG

**ONLINE** WWW.EARTHSBIRTHDAY.ORG *SMARTPHONE & TABLET-FRIENDLY, TOO!*

## Step 1

List your items, quantities and then add shipping based on the subtotal of your merchandise – see below.

All shipping of live insect orders is by FedEx 2Day.

CODE	DESCRIPTION	QTY	PRICE	TOTAL

**Subtotal:**

**Shipping and Handling:**

Orders up to \$50: \$12.95

Orders \$50.01-\$100: \$15.50

Orders \$100.01-\$200: \$19.50

Over \$200.01: 10% of subtotal

**Total Due:**

## Step 2

**MY DELIVERY DATE:**

We ship orders once a week. They arrive on **Thursdays**. Pick the date you'd like your order to arrive! Choose **any Thursday** from the first week of March to the last week of October.

## Step 4

Let us know how you'll be paying for your order.

**Check** (enclosed)

**Invoice or P.O.**

P.O. #:

**Credit Card**

Card #:

Exp:

**Billing Address:**

PLEASE REMEMBER THAT WE ARE A VERY SMALL ORGANIZATION.

**MANY** PEOPLE CALL US IN MARCH, APRIL & MAY. IF YOU HAVE TROUBLE REACHING CUSTOMER SERVICE, BE SURE TO LEAVE A MESSAGE WITH YOUR NAME & CONTACT INFO.

WE WILL CALL YOU BACK AS SOON AS WE ARE ABLE!

## Step 3

Provide us with everything we need to confirm and get your order to you.

*Please, no PO Boxes or APO addresses.*

**Name:**

**School/Organization:**

**Shipping Address:**

**Phone:**

**Email:**