



Smithsonian
National Portrait Gallery

Book Order Form

To Place an Order

There are three ways to place an order.

1. Mail this form to the National Portrait Gallery, P.O. Box 37012, MRC 0973, Washington, DC 20013-7012, attn: Publications
2. Call in an order to (202) 633-8340
3. Fax this form to (202) 633-8243

Book title	Cost per title	Quantity	Total cost

Total \$ _____
Shipping \$ _____
Grand total \$ _____

Shipping

Please allow 5 to 15 business days for U.S. Postal Service delivery. Shipping rates are based on the dollar amount of your total sale (see chart below). Fed-Ex delivery is also available. Call for a rate quote.

Shipping Rates		Shipping Rates	
Total Sale	Rate	Total Sale	Rate
Up to \$20.00	\$4.00	\$100.01-\$150.00	\$15.00
\$20.01-\$50.00	\$7.00	\$150.01 and over	10% of sale
\$50.01-\$100.00	\$10.00		

Customer Information

Name: _____
 Shipping Address: _____
 Telephone: _____ E-mail: _____

Payment

Payment must be received before we can ship your merchandise. You can mail a check or call/fax/e-mail us with your credit card information. Credit card transactions will be processed the same day the order is received.

If paying by credit card, credit card number: _____
 Expiration date (mm/yy): _____
 Signature authorizing payment by credit card: _____

Point of Contact

Please call (202) 633-8340.

SMITHSONIAN INSTITUTION
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