

Printable Order Form for Seated Scribe Note Cards

This is only for people who are not using PayPal.

To order please print out and fill in the order form below. Make **checks** or **money orders** out to The Seated Scribe, LLC. Send to: **The Seated Scribe, P.O. Box 45, Boulder, CO 80306-0045** or email order info to orders@seatedscribe.com.

Billing:

NAME (First, Last) _____
ADDRESS (Street) _____ (Apt #) _____
(City) _____ (State) _____ (Zip) _____
TELEPHONE (____) _____
EMAIL ADDRESS _____

Ship to (If different from Billing):

NAME (First, Last) _____
ADDRESS (Street) _____ (Apt #) _____
(City) _____ (State) _____ (Zip) _____
TELEPHONE (____) _____

Item #	Item Description	Quantity	Price per Item	Total
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

ORDER SUBTOTAL \$ _____

SALES TAX \$ _____

Colorado residents add 2.9% to order subtotal
Boulder city residents add 8.31% to order subtotal
Non-Colorado residents have no sales tax

SHIPPING/HANDLING \$ _____

Calculate your shipping/handling fee by using the base charge for the most expensive item you purchase. Then add the cost for each additional item. The below rates are parcel post which takes 5 -7 days. If you want the shipping to be sent priority (2-3 days) add an additional \$1.50 to your shipping total.

	Base charge for:	Cost for each additional item:
Package of note cards	\$2.75	add 35 cents
Single note card	\$1.81	add 10 cents
Small Journal	\$2.75	add 35 cents
Large Journal	\$2.75	add 35 cents

Confused? Here is an example: Shipping costs for 2 packages of note cards and 1 single card would be: \$2.75 base charge, plus 35 cents for the second package and 10 cents for the single card.

GRAND TOTAL: \$ _____

Questions? Contact us at orders@seatedscribe.com