



**MAIL TO:**

Education Outreach — BHS 114  
 The Colonial Williamsburg Foundation  
 P.O. Box 1776  
 Williamsburg, VA 23187-1776

**CONTACT US:**

PHONE: **1-800-761-8331** Weekdays, 8 AM to 5 PM ET  
 FAX: **1-757-565-8044**  
 E-MAIL: **EFTSupport@cwf.org**

**PURCHASE ORDERS** An original purchase order and your tax-exempt number must be provided. Fax or mail.

**Volume Pricing Available.**  
**Call 1-800-761-8331.**

**PREPAID ORDERS** Must include check, money order, or credit card information. MasterCard, VISA, American Express, and Discover Card accepted.

**SHIPPING CHARGES** (subtotal only)  
 \$0 - \$49.99 \$5.00  
 \$50 and up 10% of merchandise total

**OUT-OF-STOCK ITEMS**  
 If any items are out of stock, we will backorder them and ship the rest of your order right away.

**RETURN POLICY**  
 Return merchandise within 90 days of purchase. Use the form on the back of your packing slip to return merchandise. Delivery charges are not refundable.

**DAMAGED SHIPMENT**  
 Call us at **1-800-761-8331**.

**SHIPPING ADDRESS**

School/Institution \_\_\_\_\_  
 Name/Title \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 Tax-Exempt Number \_\_\_\_\_  
 Purchase Order Number \_\_\_\_\_

**BILLING ADDRESS** (if different from shipping address)

School/Institution \_\_\_\_\_  
 Name/Title \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
 E-mail \_\_\_\_\_

Item Number	Description	Quantity	Unit Price	Total price

Promo Code (if applicable) \_\_\_\_\_

Enclosed check or money order.  
 Make payable to Colonial Williamsburg Foundation

Card Number

Expiration date   /

Cardholder's signature \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Please print authorized name and title \_\_\_\_\_

Subtotal  
 Virginia sales tax (5%)\*  
 Shipping charge  
**TOTAL DUE**

For orders shipped to Virginia, add 5% sales tax.  
 \*Exempt institutions please provide tax-exempt certificate.