


# 2010–2011 Shipping and Handling Form for Asia Book Club/Click Customers

TO PLACE AN ORDER, YOU CAN PHONE, FAX, MAIL, OR ORDER ONLINE.

**IMPORTANT: This form must accompany all mailed or faxed Book Club/Click orders that are being shipped to addresses in Asia.**

**SAVE TIME!  
ORDER ONLINE AT  
[www.scholastic.com/  
bookclubs](http://www.scholastic.com/bookclubs)**

FOR FAX OR MAIL ORDERS, COMPLETE STEPS 1–6.

<b>1 Ship To:</b>		
Name	School/Organization	
Address (Express Delivery not available to P.O. addresses)		
City	Country	Postal Code
Book Club/Click Customer Account Number		
Telephone Number (Telephone required for Express Delivery)	Fax Number	
Customer E-mail Address		
<b>2 Delivery Service–Book Club</b>	<b>4 Delivery Service–Click</b>	
<p><b>1. Select your Book Club delivery service.</b> (see shipping chart on back)</p> <p><input type="checkbox"/> Express 35%      <input type="checkbox"/> Air* 30%</p> <p>*Order tracking not available with airmail delivery.</p>	<p><b>1. Select your Click delivery service.**</b> (see shipping chart on back)</p> <p><input type="checkbox"/> Express 25%      <input type="checkbox"/> Air† 20%</p> <p>**Only available when ordering from Click; not on software items in the Book Clubs. Prices and other charges may change without notice. Subject to availability. †Order tracking not available with airmail delivery.</p>	
<b>3 Calculate Your Book Club Payment</b>	<b>5 Calculate Your Click Payment</b>	
<p>1. Total U.S. dollar amount from your Book Club order form(s)*** \$ _____</p> <p>2. Multiply amount in 1 by Shipping &amp; Handling rate above. \$ _____</p> <p>3. Write minimum Shipping &amp; Handling charge (from chart on back). \$ _____</p> <p>4. Write the larger of the two amounts from lines 2 and 3. This is your Shipping &amp; Handling total. \$ _____</p> <p>5. <b>Book Club Grand Total</b> (add lines 1 and 4) \$ _____</p> <p>***Each club catalog order form should have an order of \$20 or more for international processing.</p>	<p>1. Total U.S. dollar amount from your Click order form(s)*** \$ _____</p> <p>2. Multiply amount in 1 by Shipping &amp; Handling rate above. \$ _____</p> <p>3. Write minimum Shipping &amp; Handling charge (from chart on back). \$ _____</p> <p>4. Write the larger of the two amounts from lines 2 and 3. This is your Shipping &amp; Handling total. \$ _____</p> <p>5. <b>Click Grand Total</b> (add lines 1 and 4) \$ _____</p> <p><b>Add Your Book Club Total and Click Total</b> \$ _____</p> <p>***Each club catalog order form should have an order of \$20 or more for international processing.</p>	
<b>6 Payment Method</b>		
<input type="checkbox"/> Check or money order in US\$ made payable to Scholastic Inc. (Mailed-in orders only)		
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa		
Card Number	Expiration Date	
Cardholder's Name	Cardholder's Telephone Number	
Cardholder's Billing Address	Cardholder's E-mail Address	
		

# How to Complete Your Order

To prevent duplication, please do not mail order forms of faxed orders.

## ONLINE

[www.scholastic.com/bookclubs](http://www.scholastic.com/bookclubs)

## PHONE

852-2861-8204

## FAX

You may fax your order (please include credit card details) to **852-2739-8269**.

## MAIL

Mail this form and the Book Club/Click classroom order form(s) to Scholastic with your payment. DO NOT send student order forms.

Scholastic Asia, Suites 2001-2, 20/F, Top Glory Tower,  
262 Gloucester Road, Causeway Bay, Hong Kong

Or

Scholastic Inc., 2931 E. McCarty St.  
P.O. Box 3745, Jefferson City, MO 65101 USA

## CONCERNING CUSTOMS

- Imports are subject to the regulations of each country; all of these regulations must be followed carefully. If uncertain, please consult local customs agents.
- Many countries have a duty exemption on books. Consult with a customs agent before choosing non-book material.
- All packages are subject to inspection at the discretion of customs agents. This may delay delivery.

## NOTES

- If items in your paid order are not available, your credit card will be credited or a refund check (in US\$) will be sent to you separately, depending on method of payment. If you would like to apply a check refund toward your next order, simply endorse the check and include with your next order.
- Do not use the 800 numbers that are listed in the club catalogs as they are meant for U.S. domestic accounts.
- The shipping percentage for Book Club orders does not apply to any other Scholastic catalog orders. Please do not include other Scholastic catalog orders with your Book Club/Click orders to avoid processing delays.
- If you do not have a book import license in a country that requires one, you will be responsible for bearing all costs associated with clearing the shipment through customs.
- Not all Book Club and Bonus Catalog items are available to international customers. Contact Scholastic Asia Customer Service for details. If you order online, only available items will appear.
- Use caution when selecting air delivery. No order tracking is available.

Delivery Service	Estimated Delivery Time*	Minimum Shipping & Handling	Book Club Shipping & Handling	Click Shipping & Handling
<b>Express</b> —Door-to-door delivery of your consolidated order by a private courier; provides tracking.	1–2 weeks	\$20	+ 35%	+ 25%
<b>Air</b> —Flies to foreign country and is entered into your country's postal service. Packages may arrive on different days. <b>No tracking.</b>	6–8 weeks	\$15	+ 30%	+ 20%

\*NOTE: Delivery times are *estimated* from the time that the orders leave Scholastic and are based on past performance. They are not a guarantee. Shipments of 150+ pounds shipped via Express may take longer than 1–2 weeks.

## QUESTIONS ABOUT YOUR ORDER?

Contact Scholastic Asia Customer Service by:

Phone: 852-2861-8204

Fax: 852-2739-8269

E-mail: [BCenquiry@scholastic.asia](mailto:BCenquiry@scholastic.asia)

Write to: Scholastic Asia, Suites 2001-2, 20/F, Top Glory Tower, 262 Gloucester Road, Causeway Bay, Hong Kong

Please visit our Web site at [www.scholastic.com/bookclubs](http://www.scholastic.com/bookclubs)