



C.L.E.A.R  
 P.O. Box 200  
 Manor, TX 78653  
 Books@CLEARBooks.com

# PURCHASE ORDER

QTY	ITEM	TOTAL
	<i>Elements of A Crime: 2020-2021 edition</i>	

*Instructions*

1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed on page 2.
2. Return page 1 of this P.O. Order to: Books@CLEARBooks.com. You will receive an email confirmation within 4 business days.
3. Please notify us if you have any questions. Or check CLEARBooks.com's FAQs.

SHIPPING	
SUBTOTAL	
SALES TAX (8.25%)	
TAX EXEMPTION # <i>(if applicable)</i>	
<b>TOTAL</b>	

\_\_\_\_\_  
 Authorized By Date

\_\_\_\_\_  
 Position

<b><u>Billing Address</u></b>	
NAME _____	
COMPANY/AGENCY _____	
PHONE(s) _____	
EMAIL(s) _____	
ADDRESS _____	
CITY _____	STATE _____
ZIP _____	

<b><u>Shipping Address</u></b> <i>(if different than billing)</i>	
NAME _____	
COMPANY/AGENCY _____	
PHONE(s) _____	
EMAIL(s) _____	
ADDRESS _____	
CITY _____	STATE _____
ZIP _____	

**FOR INTERNAL USE ONLY**

P.O DATE	REQUISITIONER	SHIPPED VIA	P.O. NUMBER

Please add **up to 5 business days** for PO Order processing.

## Price List

Books	Price (per book)
<b>1-49</b>	\$14.95 each
<b>50-99</b>	\$14.45 each
<b>100-199</b>	\$14.00 each
<b>200+</b>	\$13.00 each

**Please allow 5-12 business days for full order processing and shipments.**

If you need your purchase sooner, please contact us ASAP – faster shipping may be arranged for additional charges.

**Shipping** is based on the amount of books purchased.

Amount	S+H Info
1 - 49 Books	USPS Media Mail \$3.12 + ( \$0.49 per book beyond 1)* 6-12 business days
50+ Books	<i>Free Shipping</i> FedEx Freight Economy 6-18 business days

\* ex: 4 books = \$3.12 + [3 x \$0.49 (= \$1.47)] = \$4.59

## How to Calculate Sales Tax and Shipping

Sales tax is taken from the **total cost, including shipping.**

So, if you purchase 3 books that cost \$12.95 each, your total would be:

<b>3 Books</b> x \$14.95 =	= \$44.85
<b>S+H</b> = \$3.12+ (2 x \$0.49) = \$3.12 + ( = \$0.98 )	= \$4.10
<b>Cost + Shipping</b>	= \$48.95
<b>Sales Tax</b> = .0825 x \$48.95	= \$4.04
<b>TOTAL COST OF PURCHASE</b>	= \$52.99