



# CHRISTIAN LIBERTY PRESS

502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402

PHONE: (800) 348-0899 ~ EMAIL: [custserv@christianliberty.com](mailto:custserv@christianliberty.com) ~ WEBSITE: [www.shopchristianliberty.com](http://www.shopchristianliberty.com)

A MINISTRY OF THE CHURCH OF CHRISTIAN LIBERTY SINCE 1984

## PRODUCT ORDER FORM (PLEASE PRINT CLEARLY)

ORDERED BY  Mr.  Mrs.  Miss \_\_\_\_\_

### MAILING ADDRESS

ADDRESS	/ APT #
ADDRESS	
CITY	
STATE	ZIP
COUNTRY	
PHONE	
EMAIL	

### SHIPPING ADDRESS (if different)

ADDRESS	/ APT #
ADDRESS	
CITY	
STATE	ZIP
COUNTRY	
PHONE	
ATTN	

QTY	ITEM #	TITLE OR DESCRIPTION	UNIT PRICE	TOTAL PRICE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

COUPON CODE \_\_\_\_\_ - \$

### METHOD OF PAYMENT

Check  Money Order  VISA  MasterCard  Discover

SUBTOTAL

ILLINOIS RESIDENTS MUST  
ADD 10% SALES TAX

SHIPPING CHARGES  
(SEE PAGE A12 FOR DETAILS)

Account Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Exp. Date \_\_\_\_\_ / \_\_\_\_\_  
(REQUIRED) month year

Make checks payable to: *Christian Liberty Press*

TOTAL

Authorized Signature of Cardholder (REQUIRED) **X** \_\_\_\_\_

If you have **any questions**, call CLP Customer Service before placing your order. It is important that you include your contact information—especially a phone number—should we need to speak to you about your order.

## ORDERING

You may place your order by any of the following methods:

- Mail** Christian Liberty Press  
502 W Euclid Avenue  
Arlington Heights, IL 60004-5402
- Online** [www.shopchristianliberty.com](http://www.shopchristianliberty.com)
- Phone** (800) 348-0899 or (847) 385-2029, press 3 (M-F from 9:00 a.m. to 4:00 p.m. CT)
- Fax** (847) 259-2941. Be sure to clearly print all information so we can contact you easily, if necessary. *This fax line is for charge card orders only. We will not respond to general correspondence or questions sent through this fax line. For any customer service related questions, call (800) 348-0899 and press 2.*

## PAYMENT INFORMATION

We accept VISA, MasterCard, and Discover cards. We also accept checks and money orders in U.S. funds drawn on U.S. banks, and Canada Post Money Orders in U.S. funds. We reserve the right to hold any order paid by personal check or money order for **15 business days** before processing the order. There is a **\$30.00 charge for returned checks**. All checks and money orders must be made payable to CHRISTIAN LIBERTY PRESS.

## COUPON CODE

If you have a discount code, write it on the Coupon Code line. Then enter the amount to be deducted from your order prior to calculating your subtotal.

## SALES TAX

Illinois residents are required to pay 10.00% sales tax.

## SHIPPING

Shipping costs shown below are estimates based upon the exact shipping amounts for most orders [to pay exact shipping, order online at [www.shopchristianliberty.com](http://www.shopchristianliberty.com) or call Customer Service at (800) 348-0899 or (847) 385-2029, press 2]. Method of shipping will be determined by destination as noted. Shipping charges include insurance to cover any lost or damaged orders.

If shipping costs are more than the estimated amount, you may be contacted to pay the difference. Christian Liberty may decide to hold such orders until the balance is paid.

Remember to include any apartment, unit, or suite numbers. If this information is not provided, it may result in additional charges to you or non-delivery by the carrier.

### CONTINENTAL U.S., APO, AND FPO ADDRESSES

Include 15% of your order subtotal (\$9.00 minimum) with your purchase to cover shipping charges. Orders for all physical addresses within the continental U.S. will be sent via UPS or USPS—at our discretion.\* Orders for all APO, FPO, and continental U.S. Post Office Box addresses will be sent via Priority First-Class Mail. For express shipping, or if you wish to use a specific shipping method, you will need to order online or call Customer Service.

### ALASKA, HAWAII, AND U.S. TERRITORIES

Include 30% of your order subtotal (\$15.00 minimum) with your purchase to cover shipping charges. Materials are normally sent by Priority First-Class Mail.

### FOREIGN ADDRESSES

Due to the high cost of shipping books and materials, we recommend that foreign missionaries and others who have a home base (home office, sponsoring agency, etc.) in the continental U.S. should use their home base address (include contact person and telephone number) when placing their order. Shipment to that address by a major carrier is stated above. **Note:** you must arrange final shipment to your foreign address with your home base.

If Christian Liberty must ship directly to your foreign address, include 25% of your order subtotal **plus** \$25.00 USD with your purchase to cover shipping charges. Because foreign shipment charges vary widely, this estimated amount is often far below the actual shipping cost. In such cases, you will be contacted to pay the additional amount (your order may be held until the balance is paid). Orders placed through our website will be charged exact shipping at the time the order is made.

*All import taxes and special surcharges levied by the customer's country are the responsibility of the customer.*

\* Christian Liberty will ship packages via UPS or USPS at our discretion, depending on weight and destination. A carrier used for one mailing does not guarantee that the same carrier will be used for subsequent shipments.

## RETURNS

**Contact Customer Service prior to returning any items.** All returns require authorization and must be made within 30 days of shipment. They are subject to a **10% restocking charge**. Returned items must be in new, unused, and resalable condition. Curriculum kits must be returned in their entirety. Software, DVDs, and CDs must be returned **unopened**. The postage cost for returning any non-defective item(s) is the responsibility of the customer. No credit will be issued for returns received without authorization or that are not in perfect condition, at our sole discretion. **Any items returned without authorization will not be returned to you.** Refunds are not available for ebook products.

### Damaged Shipments

If your order is damaged, contact Customer Service within 30 days of shipment for replacement instructions.

## PRICE CHANGES

Every attempt is made to keep the prices in the catalog as accurate as possible. However, price increases by third-party vendors or an occasional error may require us to adjust the pricing on some of our products. Therefore, **prices are subject to change without notice**. For the most up-to-date pricing, go to [www.shopchristianliberty.com](http://www.shopchristianliberty.com) or contact Customer Service.