

**Book Order Form**

Thank you for your interest in a container of books from Books For Africa. Please read the items below before completing the form that follows:

* **Selection Amount**: 20 pallets fit in one 40-foot container. You may order full pallets (eg. 1 pallet of Secondary Math) or ½ pallets (eg. ½ pallet post-secondary leisure reading). There are about 1,000 books on one pallet. *Categories listed as “limited quantity” mean that only ½ pallet is available per shipment*.
* **Book Categories:** Books are organized by category and age level (based U.S. grade level teaching standards). “Leisure reading” books refer to picture books for young readers or novels for older readers. Ask the BFA office if you need more information about a certain category. Please note: BFA does not inventory books by title.
* **Post Secondary Books:** 40-foot containers holding more than 5 pallets of post-secondary level books are subject to a $2,000 post-secondary surcharge.
* **Extra Items:** Please note that some items listed on the final page of the order form cost money (computers, new encyclopedia sets, etc.). West Core Law Libraries and e-reader programs are available by application only. Inquire with the BFA office staff for more information.
* **Warehouse inventory:** Books For Africa reserves the right to make modest adjustments to your order based on warehouse inventory and availability. We will inform you of any significant changes or shortages at the time of packing.
* **Labeling:** If you require any specific labeling to help distinguish pallets for different container recipients, etc., please communicate those needs on this form.
* **Consignee Information:** Please include the recipient information exactly as it should appear on the official shipping documents for the container.
* **Consignee Responsibility:** The African consignee must provide appropriate documents, pay customs and clearance fees, and work to clear the container shipment from port immediately upon its arrival. We recommend hiring a customs agent to assist. If the shipment is not cleared through customs within 30 days of arrival, Books For Africa reserves the right to re-consign the container to another party, or to release the shipment to the freight line and port authority.

**Book Order Form**

Please list the consignee information as it should appear on the shipping documents.

**Organization name of recipient:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt. phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Destination port: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recipient email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRIMARY JUNIOR (Grades 1–4)**

Category Check if wanted How many pallets?

|  |  |  |
| --- | --- | --- |
| Leisure reading— *picture books, fiction/story books* |  |  |
| English reading skills—*textbooks filled with stories, each story is followed by comprehension questions & vocabulary words*  |  |  |
| Math (limited quantity) |  |  |
| Health (limited quantity) |  |  |
| **Total number of Primary Junior pallets wanted** |  |

**PRIMARY SENIOR (Grades 5–8)**

Category Check if wanted How many pallets?

|  |  |  |
| --- | --- | --- |
| Leisure reading—*picture books, fiction /story books* |  |  |
| English reading skills—*textbooks filled with stories, each story is followed by comprehension questions & vocabulary words* |  |  |
| Social studies (limited quantity) |  |  |
| Science  |  |  |
| Math |  |  |
| Health (limited quantity) |  |  |
| **Total number of Primary Senior pallets wanted** |  |

**SECONDARY (Grades 9–12)**

# Category Check if wanted How many pallets?

|  |  |  |
| --- | --- | --- |
| Novels and leisure reading  |  |  |
| Social studies (limited quantity) |  |  |
| Science (limited quantity) |  |  |
| Math |  |  |
| English literature—*important selections of famous world literature followed by comprehension questions, vocabulary* |  |  |
| Health (limited quantity) |  |  |
| Sports/vocational/hobbies (limited quantity)  |  |  |
| **Total number of Secondary pallets wanted** |  |

# **POST-SECONDARY**

**Note: there is a $2,000 surcharge for shipments that contain more than five (5) pallets of post-secondary books.**

Category Check if wanted How many pallets?

|  |  |  |
| --- | --- | --- |
| Novels and fiction books  |  |  |
| General library books (non-fiction, research & general reference books for a library setting) |  |  |
| Business and economics (limited quantity) |  |  |
| Computer science |  |  |
| Medical and health  |  |  |
| Science and engineering (limited quantity) |  |  |
| Education theory (limited quantity) |  |  |
| Math |  |  |
| Social science and history  |  |  |
| English communications |  |  |
| Arts and humanities  |  |  |
| Law (limited quantity) |  |  |
| **Total number of Post-Secondary pallets wanted** |  |

# **OTHER ITEMS**

Note: these items are NOT packed by pallet, but by quantity/set. Note the items that require payment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Cost per set** | **Check if****wanted** | **Quantity** |
| Dictionaries & Reference Books  | free |  |  |
| Religion (Bibles, hymnals, scholarly religious texts) | free |  |  |
| New Merck Medical Manuals: Home Health Manual, 9th Edition Professional, Merck Index | free |  |  |
| School supplies (dependent on supply) | free |  |  |
| New Edition West Core Law Library **–** **(**Over over 300 titles (some multiple volumes); **contact office for application.** | $2,000 |  |  |
| New Map Library- 6 laminated National Geographic maps: Africa Classic, The Universe, World Classic, World Physical, Political World, Anniversary Edition (approximate size 40 x 50 inches) | $125 |  |  |
| New Edition Agriculture Library-**one box** (Ask BFA for title list/more information)  | $500 |  |  |
| New 2008 Compton’s by Britannica Student Edition & 2011 world atlas  | $200 |  |  |
| New 2012 Britannica Children’s Encyclopedia & 2011 world atlas  | $200 |  |  |
| New Children’s Science Encyclopedia  | $100 |  |  |
| Solar powered book light w/battery and charger \*cannot be shipped to: Kenya, Liberia, Tanzania, Uganda | $20 |  |  |
| Desktop Pentium 4 ComputerDesktop Pentium 4 Computer System, 17 inch LCD monitor: 2.8+ Ghz processor, 1 GB RAM, 80+ hard drive  | $175 |  |  |
| Laptop Pentium 4 Computer⎯Laptop Pentium 4 Computer System:1.8+ Ghz processor, 1 GB RAM, 80+ GB hard drive  | $250 |  |  |

\*NOTE: refurbished computers are not allowed in Uganda. Ask BFA office staff about alternative options.

|  |  |  |
| --- | --- | --- |
| **E-Reader Program** via Worldreader (approx. **6,500USD** for a 50 e-reader program—geared toward a school or library setting). *Ask BFA for more details about this opportunity to include e-books & e-readers in your container!*  |  |  |