



## 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.

## BOOKS FOR AFRICA BOOK ORDER FORM

*Below, please list the consignee information as it should appear on the shipping documents.*

<b>Project Name:</b>			
<b>Organization name of recipient:</b>			
<b>Contact Person:</b>		<b>Mailing Address:</b>	
<b>Physical Address:</b>			
<b>City:</b>		<b>Country:</b>	
<b>Phone Number:</b>		<b>Phone Number (2):</b>	
<b>Destination port:</b>		<b>Recipient Email:</b>	

### PRIMARY JUNIOR BOOKS (Grades 1–4)

Category	Number of Pallets Ordered
Leisure reading— <i>picture books, fiction/story books</i>	
English reading skills— <i>textbooks filled with stories, each story is followed by comprehension questions &amp; vocabulary words</i>	
Math	
Health (limited quantity)	
<b>TOTAL</b>	

### PRIMARY SENIOR BOOKS (Grades 5–8)

Book Category	Number of Pallets Ordered
Leisure reading— <i>picture books, fiction /story books</i>	
English reading skills— <i>textbooks filled with stories, each story is followed by comprehension questions &amp; vocabulary words</i>	
Social studies	
Science	
Math	
Art	
Health (limited quantity)	
<b>TOTAL</b>	

<b>SECONDARY BOOKS (Grades 9–12)</b>	
<b>Book Category</b>	<b>Number of Pallets Ordered</b>
Novels and leisure reading	
English literature— <i>important selections of famous world literature followed by comprehension questions, vocabulary</i>	
Social studies (limited quantity)	
Science (limited quantity)	
Math	
Health (limited quantity)	
Sports/vocational/hobbies (limited quantity)	
<b>TOTAL</b>	

<b>POST-SECONDARY</b>	
Note: there is a \$2,000 surcharge for shipments that contain <b>more than five (5)</b> pallets of post-secondary books.	
<b>Book Category</b>	<b>Number of Pallets Ordered</b>
Novels and fiction books (note: this category is exempt from post-secondary surcharge)	
General library books (non-fiction, research & general reference books for a library setting)	
Business and economics	
Computer science	
Medical and health (limited quantity)	
Science and engineering (limited quantity)	
Education theory (limited quantity)	
Math	
Social science and history	
English communications	
Arts and humanities	
Law (limited quantity)	
<b>TOTAL</b>	

## OTHER ITEMS

Note: these items are NOT packed by pallet, but by quantity/set. Please indicate how many boxes or sets you would like included in your shipment. Note that some items require payment.

Category	Cost per set	Quantity
Dictionaries & Reference Books (Ordered by the box)	free	
Religion (Bibles, hymnals, scholarly religious texts)	free	
New Merck Medical Manuals (Home Health Manual, 9 <sup>th</sup> Edition Professional, Merck Index)	free	
School supplies (dependent on supply—possible offerings include pens, pencils, notebooks, rulers)	free	
Solar powered lamp- in quantities of 100 or more	free	
New Edition West Core Law Library Over 300 titles (some multiple volumes); <b>contact office for application.</b>	inquire with office for pricing	
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- <b>one box</b> (Ask BFA for title list/more information)	\$500	
New 2008 Compton's by Britannica <u>Student Edition</u> & 2011 world atlas	\$200	
New 2012 Britannica <u>Children's Encyclopedia</u> & 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	
e-Reader loaded with post-secondary level books Available collections for East & North Africa, South & Central Africa, or West Africa Contact the BFA office for title list/more information	\$260	
Desktop Pentium 4 Computer <u>Desktop Pentium 4 Computer System, 17 inch LCD monitor:</u> 2.8+ Ghz processor, 1 GB RAM, 80+ hard drive	\$175	
Laptop Pentium 4 Computer— <u>Laptop Pentium 4 Computer System:</u> 1.8+ Ghz processor, 1 GB RAM, 80+ GB hard drive	\$250	

\*NOTE: refurbished computers are not allowed in **Uganda, Rwanda, or Tanzania**. Dependent on country, taxes may be required.

### Notes