



## 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.
- **Book Categories:** Books are organized by category and age level (based U.S. grade level teaching standards). 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 come at an additional cost (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.
- **Adding overstock:** Books For Africa systematically adds a 5th layer of books from our overstock inventory (usually leisure reading) to the pallets, up to the limits allowable by weight. If you do not wish this 5th layer added, please notify your point of contact at BFA by email.
- **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 consignee:</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>  |  |
| <i>If you require a door-to-door shipping quote, please specify the address for delivery below. Books For Africa will hire the customs broker and arrange delivery to your facility ONLY for door-to-door shipments. If a delivery address is not specified below, delivery will be to port/depot</i> |  |                          |  |
| <b>Organization name of recipient:</b>  |  |                          |  |
| <b>Contact Person:</b>  |  |                          |  |
| <b>Physical Address:</b>  |  |                          |  |
| <b>City:</b>  |  | <b>Country:</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   |                           |
| Science  |                           |
| Health ( <i>limit one pallet of this category per shipment</i> )   |                           |
| <b>TOTAL</b>   |                           |

### PRIMARY SENIOR BOOKS (Grades 5–8)

| Book Category  | Number of Pallets Ordered |
|--|---------------------------|
| Leisure reading— <i>chapter books, fiction &amp; non-fiction books</i>   |                           |
| English reading skills— <i>textbooks filled with stories, each story is followed by comprehension questions &amp; vocabulary words</i> |                           |
| World History and Geography— <i>Global History/Geography Textbooks, including individual countries</i>                                 |                           |
| Science  |                           |
| Math   |                           |

|   |  |
|---|--|
| Art ( <i>grades 1-8</i> )   |  |
| Health ( <i>limit of one pallet of this category per shipment</i> ) |  |
| <b>TOTAL</b>  |  |

| <b>SECONDARY BOOKS (Grades 9–12)</b>   |                                  |
|--|----------------------------------|
| <b>Book Category</b>   | <b>Number of Pallets Ordered</b> |
| Leisure reading ( <i>Includes Grade 9 through Adult levels</i> )   |                                  |
| English literature— <i>important selections of famous world literature followed by comprehension questions, vocabulary</i> |                                  |
| World History and Geography- <i>Global History/Geography Textbooks, including individual countries</i>                     |                                  |
| Science ( <i>limited quantity</i> )  |                                  |
| Math   |                                  |
| Health ( <i>limit of one pallet of this category per shipment</i> )  |                                  |
| 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> |
| Adult Non-fiction<br>( <i>Memoirs, biographies, specific histories, case studies, leadership books</i> )                 |                                  |
| Business and economics ( <i>limit two pallets of this category per shipment</i> )  |                                  |
| Computer science ( <i>limit two pallets of this category per shipment</i> )  |                                  |
| Medical and health   |                                  |
| Science and engineering ( <i>limit two pallets of this category per shipment</i> )                                       |                                  |
| Education theory   |                                  |
| Math   |                                  |
| Social Sciences<br>( <i>Social and political sciences, psychology, women's studies</i> )                                 |                                  |
| English communications<br>( <i>Literary Anthologies, Writing Skills, Public Speaking</i> )                               |                                  |
| Arts and Humanities<br>( <i>Art, Art History, Drama, Film, Music History/Theory Poetry, etc</i> )                        |                                  |
| Law ( <i>limited quantity</i> )  |                                  |
| <b>TOTAL</b>   |                                  |

| <b>General.</b>  |                                  |
|--|----------------------------------|
| <b>Book Category</b>   | <b>Number of Pallets Ordered</b> |
| Reference Books – Dictionaries, encyclopedias, atlases, thesauruses, etc         |                                  |
| Religion<br>(Bibles, scholarly religious texts - may include multiple religions) |                                  |
| French language leisure  |                                  |
| Spanish language leisure   |                                  |

| <b>OTHER ITEMS</b>   |                     |                 |
|--|---------------------|-----------------|
| 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.      |                     |                 |
| <b>Category</b>  | <b>Cost per set</b> | <b>Quantity</b> |
| School supplies (limited quantity available)<br>(dependent on supply—possible offerings include pens, pencils, notebooks, rulers)  | free                |                 |
| Reference Law Library published by Thomson Reuters<br>Over 200 titles (many multiple volumes); <b>contact office for details and availability.</b>   | \$2,500             |                 |
| New Map Library<br>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><br>(Ask BFA for title list/more information)   | \$600               |                 |
| New Edition Girls Empowerment Library-25 new books for ages 8-18<br>(Ask BFA for title list/more information) Available for free when in stock   | free, limit one.    |                 |
| Solar powered lamp ( <b>Recipients required to report on distribution, with photos</b> ) *cannot be shipped to: Kenya, Liberia, Tanzania, Uganda   | free                |                 |
| e-Reader loaded with books<br>Contact the BFA office for title list/more information   | \$260               |                 |
| Desktop Pentium 4 Computer<br><u>Desktop Pentium 4 Computer System, 20 or 22 inch LCD monitor:</u><br>(1-5/8GB RAM/320GB HD/Win 10 OS/Keyboard Mouse)  | \$215               |                 |
| Laptop Pentium 4 Computer—<br><u>Laptop Pentium 4 Computer System:</u><br>(1-5/8GB RAM/320GB HD/Win 10 OS/Battery & Power supply)  | \$250               |                 |

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

| <b>Notes</b> |
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