**THE BUREAU® FOR AT-RISK YOUTH**

# 4 Easy Ways To Order

**PHONE:**
**1-800-999-6884**
Monday-Friday
8:00 am to 8:00 pm EST.

**MAIL:**
**The Bureau For At-Risk Youth**
P.O. Box 1246
Wilkes-Barre, PA 18703-1246

**FAX:**
**1-800-262-1886**
Any hour of the day.

**ONLINE:**
**www.at-risk.com**
Any hour of the day.

**STEP 1** **Order Information** *(IMPORTANT... attach to your purchase order)*

| Product # | Quantity | Description | Unit Price | Total Price |
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**STEP 2** **Shipping And Handling Charges** *(please check desired service)*

**Please Indicate Desired Service Below:**

☐ **STANDARD DELIVERY:** *10% shipping & handling on all orders in the Continental U.S. (min. $6.95)*

☐ **SECOND DAY DELIVERY:** *20% shipping & handling on all orders in the Continental U.S. (min. $19.95) (not guaranteed to Alaska, Puerto Rico, and Hawaii)*

☐ **NEXT DAY DELIVERY:** *25% shipping & handling on all orders in the Continental U.S. only (min. $29.95) (Alaska, Hawaii, Puerto Rico, Virgin Islands, call for quote.)*

| | |
|---|---|
| **Subtotal** | |
| **Shipping & Handling** *(see Step 2)* | |
| **NY & PA Sales Tax** | |
| **GRAND TOTAL** | |

**STEP 3** **Payment Method**

☐ Check Enclosed ☐ Charge VISA/MC *($25 minimum order)*

☐ Charge American Express *($25 minimum order)*

Card Account Number

Expiration Date

Signature of Authorized Buyer

Credit Card Billing Address

Name

Address

City State Zip

☐ Bill Me *(Purchase Order # Required)*

Purchase Order #

Signature

**STEP 4** **Ship To**

Name Title

Institution

Address *(No P.O. Boxes)*

City State Zip

Phone ( ) Fax ( )

E-mail Address

**STEP 5** **Bill To** *(if different from Ship To):*

Name Title

Institution

Address

City State Zip

Phone ( ) Fax ( )

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