

Payment

Individual Customers

Prepayment is required. We accept **personal checks, money orders, Visa, and MasterCard**. We cannot accept American Express or Discover.

Resellers, Government Agencies and Organizations

We accept purchase orders when a purchase order number accompanies the order. Payment is expected 30 days from the invoice date.

Discounts

The following discounts apply to non-resale orders of 6 or more books and to all resale orders.

Discounts **cannot** be offered for books not published by MIG Communications. These books are marked with an asterisk on the Order Form.

MIG Communications products (except New York City Street Games)

1-5	20%
6+ non-resale	40%
6+ resale	40%

Note: Titles may be combined to achieve discount quantities. A maximum 20% discount is offered for orders from university bookstores (i.e., for books to be used as a textbook).

New York City Street Games

	Retail	Non-returnable	Wholesale
1-5	20%		
6-11	40%		
12+	44%	50%	55%

Complimentary Copies

To receive a complimentary copy, review copy, or samples for a conference, please send a written request on official letterhead explaining how the book will be used.

Returns

Non-resale customers

Products in resellable condition are accepted up to 30 days after purchase.

Resale customers

Products in resellable condition are accepted between 6 and 18 months of the invoice date. Returns must be accompanied by a copy of the original invoice.

Shipping/Handling: Regular

Domestic Orders

Domestic orders are processed and shipped weekly from our warehouse and are usually received within two to three weeks of ordering. Orders are sent via **UPS ground service** and require a street address (no P.O. boxes).

\$7.00	First item
\$1.00	Each additional item

Overseas Orders

Overseas orders are sent via **U.S. Postal Service surface mail**. Please call to get an estimate of shipping and handling charges. Packages may not exceed 4 pounds each. Customs declaration may cause delay or additional charge.

Shipping/Handling: Rush

Domestic Orders

Domestic rush orders are sent directly from MIG Communications via UPS. Shipping costs vary according to the weight of the package, destination, and air service. Below are **sample cross-country charges** (books weigh two pounds each on the average):

	2 lbs.	4 lbs.	6 lbs.
Next Day Air	\$24.00	\$28.25	\$32.50
2nd Day Air	\$13.25	\$16.25	\$20.00
3 Day Select	\$10.70	\$13.10	\$15.40



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