Order Form Three Easy Ways to Order

Call:
(800) 524-2612
(9:00 A.M.–7:00 P.M. EST)

Mail:
Presbyterian Distribution Service
P.O. Box 643674
Pittsburgh, PA
15264-3674

Fax:
(502) 569-8030

Return Policy
Quarterly material must be returned no later than one month after the first Sunday of the quarter.

PDS Account # _____

_____
Ordered by

_____
Daytime telephone number

_____
Bill to (if different)

_____
Name/Church

_____
Street Address

_____
P.O. Box

_____
City **State** **Zip**

_____
Ship to

_____
Name/Church

_____
Street Address for UPS delivery

_____

_____

_____
City **State** **Zip**

Please check one of the following:
____ Regular order
____ Create new Standing Order
____ Replace Current Standing Order
____ Add to existing Standing Order

Standing Orders = Good Stewardship

As good stewards, Congregational Ministries Publishing works hard to provide high-quality curricula. We also try to minimize our costs by printing only what is needed each quarter. Standing Order customers help us do just that. Standing Orders are the best way for us to guarantee that you get what you need, when you need it. Become a Standing Order partner!

Frequently Asked Questions

What is a Standing Order?
A Standing Order allows your church to receive its curriculum without having to re-order each quarter. You only have to submit your information one time, and unless you have changes, your order will ship automatically each quarter.

What if I need to make changes to my order?
Prior to the start of each quarter, we will send you a confirmation letter showing what your church will receive. You can add, delete, or change your order without hassle. Simply note your changes on the form and return the letter as directed.

Item #	Quantity	Description	Page #	Price	Subtotal

Order Summary

For accurate billing, please add all subtotals and place on line 1 below.

1. Merchandise Subtotal $_____
2. Sales Tax (CA residents add applicable sales tax) $_____
3. Shipping and handling (10% of order or $4.50 min. and $60 max.) $_____

Total $_____

☐ Visa ☐ MasterCard
☐ Discover ☐ American Express

Enter your card number here:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Exp. ☐☐/☐☐

_____
Name on credit card (please print)

_____
Signature (required for all credit card orders)

Promo Code C1