



TEXTBOOK AND COURSE MATERIALS ORDER FORM

Thomas Edison State College COPY THIS FORM AS NEEDED

Please check semester:

- | | | | |
|---|--|--|-------------------------------------|
| <input type="checkbox"/> July 2011 | <input type="checkbox"/> October 2011 | <input type="checkbox"/> January 2012 | <input type="checkbox"/> April 2012 |
| <input type="checkbox"/> August 2011 | <input type="checkbox"/> November 2011 | <input type="checkbox"/> February 2012 | <input type="checkbox"/> May 2012 |
| <input type="checkbox"/> September 2011 | <input type="checkbox"/> December 2011 | <input type="checkbox"/> March 2012 | <input type="checkbox"/> June 2012 |

Textbooks and course materials may be purchased from MBS Direct. Students are responsible for obtaining textbooks and course materials in a timely manner. Order early to ensure that books are not returned to the publishers. Call MBS Direct for current prices or availability of used books.



By Internet - Safely order your books online from the Virtual Bookstore at <http://direct.mbsbooks.com/tesc.htm>. Follow the prompts and we do the rest. You can save 20 percent on UPS shipping by ordering through the Internet.



By Phone - Orders may be placed by calling (800) 325-3252, Monday-Thursday, 7 a.m.-10 p.m.; Friday, 7 a.m.-6 p.m.; Saturday, 8 a.m.-5 p.m.; and Sunday, 12 p.m.-4 p.m., CDT/CST.



By Fax - Complete the Textbook Order Form. Fax to (800) 499-0143. Credit card will be charged for a new book if a used copy is not available.



Form. Send with your check, money order or credit card information. **Mail orders must be for the price of a new book. If you prefer a used book, and used is available, a check will be issued for the difference.** Mail your completed Textbook and Course Materials Order Form to:

MBS Direct, P.O. Box 597, Columbia, MO 65205

Send express orders to:

MBS Direct, 2805 Falling Leaf Lane, Columbia, MO 65201

Shipping Internationally - Students ordering books to be shipped internationally must call for shipping charges.

International Phone: (573) 446-5299

International Fax: (573) 446-5254

Shipping charges valid at time of publication.

A \$3 per tape REFUNDABLE deposit will be charged on all media components. Look for the Refund Form in the carton containing the course materials.

By Mail - Complete the Textbook and Course Materials Order

SHIPPING CHARGES FOR MAIL ORDER ONLY

PLEASE CONTACT MBS BY CALLING (800) 325-3252 FOR SHIPPING METHODS AND COSTS

PLEASE PRINT OR TYPE ALL INFORMATION

SHIP TO

Last Name		First Name	MI	
Street Address (No post office boxes for UPS shipping)		City	State	ZIP Code
()		()		
Evening Telephone Number		Daytime Telephone Number		
()				
Fax Number (if available)		E-mail Address (if available)		

TEXTBOOK ORDER

Complete Course or Examination Code	Indicate NEW/USED*	Date Start Date	Course or Examination Title	Amount

NOTE: Due to fluctuating demand, TECEP® textbooks may not always be available. If MBS Direct does not have the textbooks you need, you may order books directly from the publisher (refer to the TECEP® Test Description area of the College website at www.tesc.edu) or from a bookstore.

* USED BOOKS IF AVAILABLE.

MAIL ORDERS MUST INCLUDE PAYMENT FOR NEW BOOKS.

Subtotal	\$ _____
Missouri Residents add 2.75% tax. Washington State Residents add 8% tax.	\$ _____
Shipping	\$ _____
TOTAL PAYMENT	\$ _____

METHOD OF PAYMENT

CHECK MONEY ORDER (Make Checks and Money Orders payable to **MBS Direct**)

CHECK APPROPRIATE CARD: AMERICAN EXPRESS VISA MASTERCARD DISCOVER

CREDIT CARD ACCOUNT NUMBER: _____

CARD EXPIRATION DATE: _____ Authorization Signature/Date (required): _____

Recommended Study Aids

“How to Study In College”

by Walter Pauk

“Harbrace College Handbook”

by John C. Hodges

“Study Skills for Today’s College Student”

by Jerold W. Apps

“College Reading and Study Skills”

by Nancy V. Wood

“100 Things Every Online Student Ought to Know”

by Frank L. Christ

and

Loyd R. Ganey Jr.

These texts are available from

MBS Direct

(800) 325-3252

