

## ORDERING from the IMMIGRATION HISTORY RESEARCH CENTER

1. Print the order form. Enter the title, quantity, and price of the item(s) you wish to order. Total your merchandise.
2. Members of the Friends of the IHRC usually receive a 10% discount. Orders of 10 or more copies of the same publication usually receive a discount. Dealers: contact the IHRC for terms.
3. Handling charge: Add \$3.00 handling charge per order (not per item) unless another charge is listed. (If order consists of only one item with a price \$3.00 or under, handling charge is reduced to \$1.50.)
4. Postage charges are based on domestic surface media rates. International postage rates are variable. Please contact the IHRC for information if your order is to be sent outside the United States or if you prefer special handling of U.S. shipping.

### USPS Media Mail rates for shipping

1 book (up to 2 pounds; in bubble envelope)..	\$3.00
2 books (2-3 pounds; in bubble envelope).....	\$3.50
3 books (3-4 pounds; in bubble envelope).....	\$4.00
4 books (4-5 pounds; in box).....	\$4.50

5. Subtotal the order
6. IHRC collects and reports Minnesota state and local sales taxes annually. If order is to be shipped to a Minnesota address, please enclose the proper tax based on amount of the subtotal of the order (#5). If you need assistance in determining the correct amount to include, please refer to the Sales Tax Rate Calculator from the Minnesota Department of Revenue (see <http://www.taxes.state.mn.us/taxcalc/index.shtml>). For example: the tax on sales in Minneapolis would be @ 7.775% which is calculated at state (6.875%) + metro transit (0.25%) + Hennepin County (0.15%) + Minneapolis (0.5%).  
  
The Transit Improvement Sales and Use Tax was enacted on July 1, 2008 (see [http://www.taxes.state.mn.us/taxes/sales/other\\_supporting\\_content/brief\\_notice.pdf](http://www.taxes.state.mn.us/taxes/sales/other_supporting_content/brief_notice.pdf)).
7. Total the order and enclose payment. Checks and money orders must be in U.S. currency and payable to **University of Minnesota**. Please do not send cash through the mail.

**Libraries and institutions** may be billed. Orders must include an authorized signature or purchase order.

You will be informed of any delay beyond 30 days after receipt of your order.

Prices are in effect at this time; however, they are subject to change without notice.

**Thank you for your order!**

9/09

Please read the notes on the order info page before filling out this form. Orders received without postage and handling charges included cannot be filled. **PRINT CLEARLY.**

Name		
Address		
City	State/Country	ZIP/Postal Code

Quantity	Item Name	Price/Item	Total Price
		\$	\$
Total merchandise			
Less Friends or dealer discount, if applicable (see note #2)			
Handling charge: as noted with item, or \$1.50 or \$3.00 (see note #3)			
Postage charges (see note #4)			
Subtotal			
Minnesota sales tax(es.) if applicable (see note #6)			
<b>TOTAL ENCLOSED in U.S. currency payable to Univ. of Minnesota</b> (see note #7)			\$

*Thank you for your order.* **IHRC Publication Orders**  
 Mail order and payment to: **311 Andersen Library**  
**222 - 21st Avenue South**  
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Please add my name to the IHRC electronic news mailing list (no charge). My ethnic group interest is \_\_\_\_\_ ( \_\_\_ multi-ethnic).

faculty member /  student at \_\_\_\_\_

interested individual **or**  organization / institution: \_\_\_\_\_

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