

# TSAI FONG BOOKS, INC.

## STANDING ORDER FORM

### ADULTS

Tsai Fong Books, Inc. offers titles in Chinese (Traditional and Simplified), Vietnamese, Korean and Japanese. You may use this form to indicate your preferences and we will help you make the selections.

<b>Contact Information:</b>	
Library/School: _____	
Contact Name: _____	
Title: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Phone: Work: _____ Fax: _____	
Email: _____	

<b>Shipping Address: (If different from contact)</b>	
Contact Name: _____	
Address 1: _____	
Address 2: _____	
City: _____	
State: _____ Zip: _____	
Phone: _____	

Please indicate your total budget, percent allocation for each category and your preferred shipping frequency.

<b>CHINESE:</b>						
<b>Traditional</b>	<b>Total Budget</b>	<b>Fiction</b>	<b>*Non-fiction</b>	<b>*Life Guide</b>	<b>Cookbooks</b>	<b>Other</b>
% _____	\$ _____	_____ %	_____ %	_____ %	_____ %	_____ %
<b>Simplified</b>						
% _____						
<b>Shipping Frequency</b>		<input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> One time Only				
<b>VIETNAMESE</b>	<b>Total Budget</b>	<b>Fiction</b>	<b>*Non-fiction</b>	<b>*Life Guide</b>	<b>Cookbooks</b>	<b>Other</b>
	\$ _____	_____ %	_____ %	_____ %	_____ %	_____ %
<b>Shipping Frequency</b>		<input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> One time Only				
<b>KOREAN</b>	<b>Total Budget</b>	<b>Fiction</b>	<b>*Non-fiction</b>	<b>*Life Guide</b>	<b>Cookbooks</b>	<b>Other</b>
	\$ _____	_____ %	_____ %	_____ %	_____ %	_____ %
<b>Shipping Frequency</b>		<input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> One time Only				
<b>JAPANESE</b>	<b>Total Budget</b>	<b>Fiction</b>	<b>*Non-fiction</b>	<b>*Life Guide</b>	<b>Cookbooks</b>	<b>Other</b>
	\$ _____	_____ %	_____ %	_____ %	_____ %	_____ %
<b>Shipping Frequency</b>		<input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> One time Only				

\*Non-fiction includes: prose, poetry, biography, history, politics, business, arts, and society and culture

Life Guide includes: self-help, parenting, health, home economics and travel.

Shipping and handling is 7.8% of total list price. Please check if the amount entered includes shipping. <input type="checkbox"/>
<b>Additional Instructions:</b>
<b>Signature:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____
<b>You may order online or fax/mail this form to:</b> Tsai Fong Books, Inc. 3711 Briarpark, Suite #200, Houston, Texas 77042 * Phone (713) 974-6226 * Fax (713) 974-1164 Website: <a href="http://www.bookswindow.com">www.bookswindow.com</a> Email: <a href="mailto:info@bookswindow.com">info@bookswindow.com</a>
<b>A confirmation of receipt of this request will be emailed to you within 2 business days.</b>