

TSAI FONG BOOKS, INC.

STANDING ORDER FORM - JUVENILE

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

Contact Information:	Fiscal year starts: _____
Library/School: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Contact Name: _____	
Title: _____	
Phone: _____ Fax: _____	
Email: _____	

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

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

LANGUAGE	TOTAL BUDGET	PRESCHOOL	AGES 5 - 8	AGES 9 - 12	YOUTH
Traditional Chinese	\$ _____	_____ %	_____ %	_____ %	_____ %
T. Chi/Eng bilingual	\$ _____	_____ %	_____ %	_____ %	N/A
# of copies/title _____ PO # _____					
Shipping Frequency: <input type="checkbox"/> Annually <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> One time Only					
Simplified Chinese	\$ _____	_____ %	_____ %	_____ %	_____ %
S. Chi/Eng bilingual	\$ _____	_____ %	_____ %	_____ %	N/A
# of copies/title _____ PO # _____					
Shipping Frequency: <input type="checkbox"/> Annually <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> One time Only					
Japanese	\$ _____	_____ %	_____ %	_____ %	_____ %
Jpn/Eng bilingual	\$ _____	_____ %	_____ %	_____ %	N/A
# of copies/title _____ PO # _____					
Shipping Frequency: <input type="checkbox"/> Annually <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> One time Only					
Korean	\$ _____	_____ %	_____ %	_____ %	_____ %
Kor/Eng bilingual	\$ _____	_____ %	_____ %	_____ %	N/A
# of copies/title _____ PO # _____					
Shipping Frequency: <input type="checkbox"/> Annually <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> One time Only					
Vietnamese	\$ _____	_____ %	_____ %	_____ %	_____ %
Vie/Eng bilingual	\$ _____	_____ %	_____ %	_____ %	N/A
# of copies/title _____ PO # _____					
Shipping Frequency: <input type="checkbox"/> Annually <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> One time Only					

WorldCat preferences: Titles selected must have records in WorldCat <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional services: <input type="checkbox"/> Free E-Bib <input type="checkbox"/> Paper Bib <input type="checkbox"/> E-Bib + Paper Bib <input type="checkbox"/> Kapco cover <input type="checkbox"/> Jacket cover <input type="checkbox"/> CoLibri cover		
Budget entered includes: <input type="checkbox"/> Shipping and handling <input type="checkbox"/> Bib records and physical processing services		
Special instructions:		
Signature: _____	Title: _____	Date: _____
Fax/mail/email this form to:		
Tsai Fong Books, Inc. 10700 Richmond Avenue, Suite #150, Houston, Texas 77042 * Phone (713) 974-6226		
* Fax (713) 974-1164 URL: www.BooksWindow.com Email: info@bookswindow.com		