Use this form if you cannot use the generated web form.

MANUAL ORDER FORM

Form MANv191

Item #	Item Description	Qty	Price	Total
			$	+$
			$	+$
			$	+$
			$	+$
			$	+$
			$	+$
			$	+$
			$	+$
			$	+$
~	If ordering models and item substitutions are NOT OK, enter 'N' in 'Qty' column --> **~~Some items may be subject to being sold out~~**			
SUB-TOTAL	**Sub-total before discountes**			=$
DISCOUNTS	**Members receive 10% discount on all items unless already discounted on Sentinel Sale or otherwise specifically designated. Enter membership number in block below.**			-$
SUB-TOTAL	**Sub-total before shipping & handling and any sales tax**			=$
TAX	**6% Sales Tax for Maryland Delivery only**			+$
S&H	**Domestic: $7.00** for the **first item** EXCEPT **$3.50** for the **first item** IF all items are any combination of items costing no more than $10.00 or Videos/CDs or Calendars or Sentinels. **$2.00** for **each additional item**. **International:** Shipping will be calculated by Company Store per best USPS rate, **plus $3.00**. **Shipping Fee →**			+$
Membership	$45 Regular/USA $57 Sustaining/USA $30 Student/USA $57 Regular/NON-USA $73 Sustaining/NON-USA $40 Student/NON-USA			+$
Dual Media	Member choice at renewal to receive BOTH Sentinel hardcopy and electronic PDF		$10.00	+$
General Fund	Any amount is appreciated and is tax deductible. For undesignated use.			+$
Archives Fund	Any amount is appreciated and is tax deductible. For Archives expenses.			+$
Building Fund	Any amount is appreciated and is tax deductible. For the Eldersburg building.			+$
Mortgage Fund	Any amount is appreciated and is tax deductible. For reducing the mortgage.			+$
Registration	Pay for Mini-convention registration. Include official registration form(s).		$	+$
Other	Pay for other BORHS functions. Include the official registration or payment form(s).		$	+$
TOTAL	Total amount due. If payment by check or MO, make payable to **BORHS**. **International order must be paid by MasterCard, VISA, or AmEx.**			**=$**

"Thank You" for using the BORHS Company Store, supporting the BORHS Archives

SHIP TO	Name:	(You may use a return address mailing label.)
	Street:	
	City:	
	State: ZIP/Postal Code: Country:	
CONTACT INFO	Email:	Membership number**:**
	Phone (Specify H/W/C):	

IS THIS AN ADDRESS CHANGE? Yes __ No __ IF 'Yes', IS IT PERMANENT? Yes __ No __

CREDIT CARD PAYMENT

For MasterCard, VISA, or AmEx, please provide the information required below.

CREDIT CARD NUMBER	_____ Expiration: _____/_____ (MM/YY) Security Code ⟶ **[ ]**
CREDIT CARD SALES SIGN HERE	Signature **Circle card type: [MasterCard/VISA/AmEx]**

Send to: BORHS Store
P. O. Box 1608
Sykesville, MD 21784

Voice mail for inquiries/requests at 443-398-8166
Sales Questions: storemanager@borhs.org
Membership Questions: membershipchair@borhs.org