



Special Instructions:

[illegible]

PREPAID CHECK ORDERS:

Payment must accompany orders from non-public institutions, individuals and all out-of-state orders by check or credit card. **Make check payable to NCDPI Publications** and mail this form and check to the address below.

**NC Department of Public Instruction
Publication Sales – Gene Buchanan
6307 Mail Service Center
Raleigh, NC 27699**

CREDIT CARD PURCHASES:

MasterCard, Visa and P-Card purchases **must be made by telephone**. For security reasons, do not email, mail or fax credit card numbers. **Call toll free 1-800-663-1250 or 919-807-3301** for credit card purchases.

Buyers using credit cards are welcomed and encouraged to fill out this form in advance and email to **publications@dpi.nc.gov**. We will call you as soon as we've looked over your form & confirmed it's accuracy for your credit card information.

PURCHASE ORDERS:

You do not need to fill out this form as long as all necessary information is on the purchase order. Purchase orders will be invoiced with actual weighted shipping costs and sales tax. **If using NC E-Procurement system, please use this vendor address:**

NC DEPT OF PUBLIC INSTRUCTION

6307 Mail Service Center **Publication Sales**
RALEIGH, NC 27699 / Contact: Gene Buchanan

SHIPPING:

Calculate 20% shipping for prepaid checks & credit cards. POs will be invoiced for the actual shipping by weight.

SALES TAX:

By NC Law, is based on ship-to addresses. Select the county we will be shipping your items to for the correct tax.

COUNTY	RATE	COUNTY	RATE	COUNTY	RATE
Alamance	.0675	Franklin	.0675	Pamlico	.0675
Alexander	.0700	Gaston	.0700	Pasquotank	.0700
Alleghany	.0675	Gates	.0675	Pender	.0675
Anson	.0700	Graham	.0700	Perquimans	.0675
Ashe	.0700	Granville	.0675	Person	.0675
Avery	.0675	Greene	.0700	Pitt	.0700
Beaufort	.0675	Guilford	.0675	Polk	.0675
Bertie	.0675	Halifax	.0700	Randolph	.0700
Bladen	.0675	Harnett	.0700	Richmond	.0675
Brunswick	.0675	Haywood	.0700	Robeson	.0700
Buncombe	.0700	Henderson	.0675	Rockingham	.0700
Burke	.0675	Hertford	.0700	Rowan	.0700
Cabarrus	.0700	Hoke	.0675	Rutherford	.0700
Caldwell	.0675	Hyde	.0675	Sampson	.0700
Camden	.0675	Iredell	.0675	Scotland	.0675
Carteret	.0675	Jackson	.0700	Stanly	.0700
Caswell	.0675	Johnston	.0675	Stokes	.0675
Catawba	.0700	Jones	.0700	Surry	.0700
Chatham	.0675	Lee	.0700	Swain	.0700
Cherokee	.0700	Lenoir	.0675	Transylvania	.0675
Chowan	.0675	Lincoln	.0700	Tyrrell	.0675
Clay	.0700	Macon	.0675	Union	.0675
Cleveland	.0675	Madison	.0675	Vance	.0675
Columbus	.0675	Martin	.0700	Wake	.0725
Craven	.0675	McDowell	.0675	Warren	.0675
Cumberland	.0700	Mecklenburg	.0725	Washington	.0675
Currituck	.0675	Mitchell	.0675	Watauga	.0675
Dare	.0675	Montgomery	.0700	Wayne	.0675
Davidson	.0700	Moore	.0700	Wilkes	.0700
Davie	.0675	Nash	.0675	Wilson	.0675
Duplin	.0700	New Hanover	.0700	Yadkin	.0675
Durham	.0750	Northampton	.0675	Yancey	.0675
Edgecombe	.0700	Onslow	.0700		
Forsyth	.0675	Orange	.0750		