

# **ORDER FORM OF MULTIDIMENSIONAL PUBLICATIONS**

## **How to Fill Out the Order Form**

Updated .....

The order form is available from the Multidimensional Publications website at [www.multidpublication.in](http://www.multidpublication.in)  
You can download the order form, fill it out outline & save it, and then email it to [multidpublication86@gmail.com](mailto:multidpublication86@gmail.com) Please call Multidimensional Publications if you require instructions on how to store the order form on your computer.  
You also have the option to print the order form (on 8.5" x 14" sized paper) and fill it out manually. You can send it via mail or system courier.

### **How to fill out the order form:**

#### **1. Special Instructions**

If you want to order through a certain Multidimensional publisher and no one else, indicate that in the *Special Instructions* box.

When ordering a kit, set, or series, make sure to provide the titles of the items and number of items in the set or series, along with the name of the catalogue from which you are ordering.

For example:

XYZ series contains: 7 books

ABC kit contains: 1 big book, & 7 books.

If a time period other than the 75-day cancellation date is desired for an order, please indicate here.

#### **2. Authorized By**

The name of the library manager, school librarian, or the person with authority, that is submitting the order.

#### 4. Title

Print/type the title of the book here. A subtitle is usually not required. Add only if it helps to clarify the title. Copy the title accurately from your source. A common error to avoid is using an advertising header instead of the actual title. If the source indicates that the title is part of a series, print the series title also.

#### 5. Author

Write the surname (last name) of the author first, i.e. K.M. Amish. If there is more than one author, write down the first one. If the book has a special illustrator, note this name as well after the author's name. Use the editor's name if there is no author.

#### 6. Publisher

The publisher is the name of the company that is responsible for the actual publication of the item. It is not always the name on the catalogue. Many Indian firms produce catalogues, but many are actually distributors of many publishers

#### 7. ISBN

The International Standard Book Number (ISBN) is a **vital part** of the order information you include on the order form. This number has been assigned by the publisher to uniquely identify not only the title of the book, but the edition as well.

Effective January 1, 2007, all 10 digit ISBN's must be converted to 13 digit ISBN's for transaction purposes.

Publishers catalogues since that time have listed both 10 and 13 digit ISBN's.

Example:

ISBN 10 1-4028-9462-7

ISBN 13 978-1-4028-9462-6

If the item only has the 10 digit listed, put that down on the order form. The number will be converted at headquarters.

#### 9. Format

If you want to order a particular format of a book, hardcover (HC) or paperback (PB), note the information here.

It is important to note "paper" or "hardcover" if that is what you want. Please remember to match the price and ISBN with the format that you are requesting. **Multidimensional Publications will order the books in the format that matches the ISBN on the book order form, except if the ISBN is for a book with library binding.** Because discounts rarely apply to library binding books, the Order Clerk will order a trade hardcover book whenever possible, unless you state in the *Special Instructions* area that you specifically want library binding.

**Should the ISBN or Format boxes be left blank on the order slip, the less expensive edition is selected for the library, which is normally a paperback.**

You can also indicate which edition (the 2nd, 3rd, 4th, 5th, etc.) of a book you want in this space. If you are ordering a book that is published on a regular basis and you want to order an earlier edition, clearly indicate the year required e.g. "2010 EDITION ONLY". Otherwise, the publisher will normally send the very latest edition available.

#### **10. Quantity**

Always indicate the number of copies desired, even if it is only a single copy. When ordering a kit, indicate "one kit" in the *Quantity* section. Under *Special Instructions* the contents of the kit should be listed as well as the supplier, or please provide a photocopy of the page out of the catalogue listing the items in the kit, number of books in a set, or numbers and titles of books in a series. Also provide the supplier's name and address.

#### **11. Cost**

There can be several prices for an item depending on its format. Be very careful to write down the price that matches the ISBN or the format that you want. Please note that when ordering from an older source, the price may be out of date. Please remember that if you are ordering from an American source, the prices indicated are in U.S. dollars.

#### **PREPAYMENT**

If you are sending an order to Multidimensional Publications that requires prepayment, please indicate this in the *Special Instructions* box on the order form. Send the order in as you would any other along with a letter of authorization, not a voucher, because Multidimensional Publications is still doing the ordering for you