

MODULE 3 ORDER FORM

- ∞ Students are required to order study kit materials for both the student and the mentor.
- ∞ Some textbooks can be ordered through the Orders Department; see Step 3 for more information. However, most textbooks must be ordered separately. Please go to <http://bookstore.mbsdirect.net/iis.htm> to order textbooks that the Orders department cannot provide.
- ∞ Please read the whole form, as there are important notes throughout. Follow the steps carefully so you will receive all your items.

STEP 1:

Fill out your contact information

Student Contact Information	Mentor Contact Information																										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">student's Name</td> <td style="width: 50%; border-bottom: 1px solid black;">student's school</td> </tr> <tr> <td style="border-bottom: 1px solid black;">phone</td> <td style="border-bottom: 1px solid black;">email</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">street address</td> </tr> <tr> <td style="border-bottom: 1px solid black;">city</td> <td style="border-bottom: 1px solid black;">state/province</td> </tr> <tr> <td style="border-bottom: 1px solid black;">zip</td> <td style="border-bottom: 1px solid black;">country</td> </tr> </table>	student's Name	student's school	phone	email	street address		city	state/province	zip	country	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="border-bottom: 1px solid black;">name of mentor or group coordinator</td> </tr> <tr> <td style="width: 33%; border-bottom: 1px solid black;">phone</td> <td style="width: 33%; border-bottom: 1px solid black;">email</td> <td colspan="2"></td> </tr> <tr> <td colspan="4" style="border-bottom: 1px solid black;">mentor's street address: for exams, kits, etc.</td> </tr> <tr> <td style="width: 25%; border-bottom: 1px solid black;">city</td> <td style="width: 25%; border-bottom: 1px solid black;">state/province</td> <td style="width: 25%; border-bottom: 1px solid black;">zip</td> <td style="width: 25%; border-bottom: 1px solid black;">country</td> </tr> </table>	name of mentor or group coordinator				phone	email			mentor's street address: for exams, kits, etc.				city	state/province	zip	country
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STEP 2:

Choose the Study Kit That You Will Need

*Please note that those kits marked with a (#) can be made into a "Lite" Kit, meaning that one could opt to not receive the hard copy of the Study Guide and the Lesson Overviews, but instead receive the Study Guide and Lesson Overviews as PDF files on a C.D. These PDFs are fillable and saveable if you are using Adobe Reader version 7.0 or higher. This software application is available for free at www.adobe.com. If you choose this option please take \$20 off of the total price of the kit and place the letters **LT** next to the discounted kit total.*

Example Totals: Complete Kit= \$130-LT; Student Only Kit = \$55-LT ; Spouse Study Kit= \$50.00-LT; etc....

Qty	Catalog #	STUDY KIT MATERIALS	PRICE	TOTAL (Qty x Price)
	WCFCCK-3	(#) Complete Study Kit (Includes Student and Mentor Hard Copy Materials; Main Kit)	\$150.00	
	WCFOL-3	Access to Online Lesson Overviews and Study Guide Write 2 under Qty if for Student&Mentor This option is in addition to the Complete Study Kit which includes the Hard Copies of the Lesson Overviews and the Study Guide	\$10.00	
	WCFCDD-3	Lesson Overviews and Study Guide on C.D. Write 2 under Qty if for Student&Mentor; This option is in addition to the Complete Study Kit which includes the Hard Copies of the Lesson Overviews and the Study Guide	\$25.00	
	WCFSO-3	(#) Student Only Kit (For students whose mentor already has updated [2006-2007] materials)	\$75.00	
	WCFSP-3	(#) Spouse Study Kit/Enrolled Spouse (Consists of 1 extra Study Guide and 1 Hebrew Lessons – students write in these workbooks)	\$70.00	
	MENT-3	(#) Mentor Materials Only (For Mentors only; includes Study Guide, Lesson Overviews and Hebrew Lessons)	\$100.00	
	LOGOS	Scholar's Library – Logos Bible Software 3 (Optional/Recommended - Replaces several books, please see textbook list; note that the price here is 25% off of the normal retail value!)	\$472.47*	
	IVP LOGOS	IVP Reference Collection – Logos Software "Add-In"	\$135.00	
A) Study Kit Total				

STEP 3:

Choose the Textbooks You would like from the Orders Dept.

Qty	MODULE 3 TEXTBOOKS	PRICE	TOTAL
	<i>Discoverers, The</i>	\$10	
	<i>Errand to the World</i> (87 edition)	\$15	
	<i>Ethnographic Interview</i>	\$40	
	<i>History of Christianity in Africa, A</i>	\$25	
	<i>How the Irish Saved Civilization</i>	\$10.50	
	<i>Latourette's A History of Christianity, Vols. 1 & 2***</i>	\$20.00 (\$10 for 1 vol.)	
	<i>Translating the Message</i>	\$23	
	<i>Joy of Discovery in Bible Study</i>	\$6	
	<u>Following Books Not Required; Optional Reading!!!!</u>		
	"The Sleepwalkers"- A History of Man's Changing Vision of the Universe	\$3.50	
		B) Textbooks Total	

STEP 4:

Choose Shipping and Payment Options

Shipping your Materials:

Students of the Global Civilization program are spread across the world and in a variety of different circumstances. Therefore, the preferable shipping method differs on a case-by-case basis. Please do some research on the best way to have your materials shipped to your location and if you have any questions please feel free to contact the Orders Department. In general, the Orders Department has found that UPS is especially reliable.

Please choose Shipping and Payment options below. Place a check next to your choice. Any questions? Call Orders at (626) 398-2289

SHIPPING	Payment
<p>Domestic United States Postal Service <input type="checkbox"/> Library Rate : up to 3 weeks <input type="checkbox"/> Priority Mail : 2 to 3 days UPS (Continental)* <input type="checkbox"/> Ground, 1-2 weeks; <input type="checkbox"/> 2nd day, pm; <input type="checkbox"/> 3rd day * UPS needs U.S. Street Address, not P.O. Box</p> <p>International United States Postal Service <input type="checkbox"/> Air, 7-10 days <input type="checkbox"/> Econo, -6 weeks Other Carriers – takes up to a week for delivery: <input type="checkbox"/> DHL <input type="checkbox"/> UPS <input type="checkbox"/> Federal Express <input type="checkbox"/> Deutsche Post</p>	<p>Payment Option 1: <input type="checkbox"/> Fill out your credit card information, send to Orders, and Orders will e-mail you a receipt with your Grand Total. <input type="checkbox"/> Master Card <input type="checkbox"/> Visa 3 digit code (back of card) _____ Card No. _____ Expiration Date _____ Home Phone _____ Name On Card _____ Signature _____ Date _____ <i>(All the above information is required for credit card purchases.)</i></p> <p>Payment Option 2: <input type="checkbox"/> Secure Credit Card Phone-In. Call (626)398-2289 and leave the credit card information, as is required above, in the Orders Department voicemail.</p> <p>Payment Option 3: <input type="checkbox"/> Check or Money Order Wait to send Your check! The Orders Dept. will send you an email with the exact amount due, once your order is processed and shipped.</p>

STEP 5:

Email this form to:

orders@wciu.edu *or*

fax to: (626) 605-5335 *or*

mail to: *Orders Dept., WCIU*
1539 E. Howard St.,
Pasadena, CA 91104

STEP 6:

**Wait for Your Materials and Your
Invoice from Orders**

Shipping Invoice:

The Orders department will send you an e-mail, as soon as possible, which will include your Shipping Invoice. The costs of your materials will include the combination of your study kit materials cost and your textbooks cost. Please be aware that there will be **additional shipping and handling costs and sales tax**. Sales tax is 7.25% for California only and 8.25% for L. A. County. Handling cost is \$3.00. Shipping cost will be determined according to your shipping preference and the weight of your shipment.