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**MAIL ORDER INSTRUCTIONS  
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REV. 7.3 - 2/1/2012

### **Ordering Instructions:**

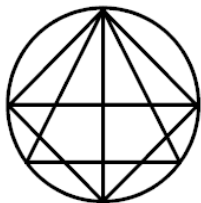
- Complete the form on the first page to place an order for our books and non-book merchandise.
- Page 3 contains a product price list for your reference. To view full-color photos of our products, please visit our web site.
- Find the information about the products you wish to order, and enter the information into the table on the first page of this form.
- Shipping & handling information is located in the table below. Choose your shipping option and enter your shipping & handling charges.
- New York State Customers only: Add an additional 8% sales tax to the total of your purchase amount AND your shipping charges.
- Enter your payment method. Personal checks, money orders, and credit cards are accepted. Make checks and money orders payable to *Square Circle Press LLC*.
- Mail your payment and the completed form to *Square Circle Press LLC, 137 Ketcham Road, Voorheesville, NY 12186*.
- Orders are usually processed on the next business days. If our in-house inventory is low, some book titles will be printed on-demand and shipped directly from our printer. These orders will require an additional three days to process.
- Non-book merchandise: Please allow an additional three business days to process your order. Your merchandise will be shipped directly to you from CafePress, in a separate package.
- Pre-publication Orders: You can reserve your copy of a forthcoming book title at a discount price. Your contact information is important for shipping when the book is published. Unless otherwise indicated on the price listing (page 3), free economy shipping is included with your pre-order. Get more information on pre-publication titles at our web site.

<b>SHIPPING &amp; HANDLING CHARGES</b>				
<b>Purchase Amount</b>	<b>Economy Shipping</b> 3-10 business days*	<b>Standard Shipping</b> 1-5 business days*	<b>Priority Shipping</b> 1-3 business days*	<b>International Priority Air**</b> Time varies
\$0.01 to \$25.00	FREE	\$3.00	\$9.00	\$25.00
\$25.01 to \$50.00	FREE	\$4.50	\$13.00	\$27.50
\$50.01 to \$75.00	FREE	\$6.00	\$15.00	\$32.50
\$75.01 to \$100.00	FREE	\$10.00	\$20.00	\$40.00
\$100.01 and up	FREE	\$15.00	\$32.50	\$50.00

\*Shipping time only. Please allow an additional three days to process a non-book merchandise order.

\*\* For orders outside the U.S. and its territories. Shipping times will vary.

***Thank you for your order !!!***



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**PRODUCT PRICE LIST**  
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*Please refer to our web site for size charts or any special sale prices.*

PRODUCT TITLE	PRODUCT #	SIZES	COLORS	PRICE
<b>CURRENT BOOK TITLES</b>				
My Dad is a Freemason – SALE PRICE!	SCP-0001			\$12.00
I Know You Won't Forget	SCP-0002			\$16.95
Otsego Lodge No. 138, F & AM: A Collection of Historical Miscellanea ...	SCP-0010			\$16.95
Middlefield and the Settling of the New York Frontier (Paperback)	SCP-0014			\$24.95
Middlefield and the Settling of the New York Frontier (Hardcover)	SCP-0015			\$35.95
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Leatherstocking Rails: A History of Railroading Along the Upper Susquehanna	SCP-0018			\$29.95
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Bench Talk: A Novel	SCP-0027			\$19.95
Oneonta in Olden Time & Bits of Oneonta History	SCP-0028			\$22.95
The Oneonta Roundhouse (2 <sup>nd</sup> edition)	SCP-0030			\$19.95
Award-Winning Poems from the Smith's Tavern Poet Laureate Contest – 2010	SCP-0031			\$9.95
Napoleon's Gold: A Legend of the Saint Lawrence River	SCP-0032			\$21.95
Electric Lake: Oneonta's Forgotten Gem	SCP-0033			\$16.95
Wobbling Home: A Spiritual Walk with Parkinson's	SCP-0034			\$17.95
Otsego County in the Civil War: Firsthand Accounts of War Experiences	SCP-0035			\$16.95
Indian Summer: poems by Howard J. Kogan	SCP-0036			\$12.95
Award-Winning Poems from the Smith's Tavern Poet Laureate Contest – 2011	SCP-0038			\$9.95
<b>FORTHCOMING BOOK TITLES (PRE-ORDER PRICES)</b>				
A Companion Guide Book to A Romance Map of the Finger Lakes	SCP-0013			\$16.00
Laurina's Kitchen *	SCP-0040			\$20.00 *
<b>GIFT SHOP MERCHANDISE</b>				
A Romance Map of the Finger Lakes Region of Central New York	SCP-0012			\$19.95
A Romance Map of the Finger Lakes Region of Central New York (laminated)	SCP-0041			\$24.95
<b>Please visit our web site to view our latest and seasonal merchandise.</b>				

\* Free shipping does not apply to pre-publication orders of *Laurina's Kitchen*. Please add \$3.50 shipping & handling to your order.

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