**UWG BOOKSTORE SPECIAL ORDER FORM**

Individuals, departments, committees or student organizations interested in requesting a special order from the bookstore will need to fill this form out and submit it to Amy Morris (agray@westga.edu) for Textbooks or Trade Books or Wanda Walker (wgwalker@westga.edu) for General Merchandise. Although we are focused on serving our customers to the best of our ability please be aware that the majority of our orders have to meet a specific number of units to be purchased at the best wholesale cost. Also, depending upon the vendor and the type of item requested shipping may vary so please give the bookstore staff adequate enough time to process your request, order the item(s) from a vendor and have them shipped. Once your request is receive we will contact you with any questions or concerns as well as the cost of your order.

**Type of Order:**

* **General Merchandise**
* **Textbooks or Trade Books**

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| **Number of units** | **Description of Item** | **Vendor or Company** | **Date Needed** |
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**Individual or group requesting this order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact’s email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact’s phone number or extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**