# UBC Bookstore - Departmental Sales Order Form

**Order Desk:** 604-822-8547  
**Fax Line:** 604-822-9383  
**E-mail:** dept.sales@ubc.ca  
**Website:** [https://bookstore.ubc.ca/departmental-orders](https://bookstore.ubc.ca/departmental-orders)

## Departmental Sales Order Form

- **Department:** 
- **Contact Name:** 
- **Date:** 
- **Phone#:** 
- **Other#:** 
- **E-mail:**
- **Building:** 
- **Address:**

### Special Instructions:

- **Pick-Up**
- **Deliver to Room#:** 
- **Deliver to:**
- **Room#:** 
- **Date:** 
- **Phone#:** 
- **Other#:** 
- **E-mail:**

### Catalog Description of Product

(please indicate size, colour, weight, style)  
(also use continuation sheet if needed)

<table>
<thead>
<tr>
<th>Speedchart</th>
<th>Account</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Project/Grant</th>
<th>Program ID</th>
</tr>
</thead>
<tbody>
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</table>

### Page# and Item Number

<table>
<thead>
<tr>
<th>Product Number</th>
<th>QTY</th>
<th>Unit</th>
<th>SKU</th>
<th>Price</th>
<th>Order</th>
<th>PO#</th>
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</thead>
<tbody>
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### For Bookstore Use Only

- **Credit Card (Pcard)#:**
- **Expiry:**
- **CVV:**

To purchase with a UBC Purchase Card (P-Card), please fill out the form and bring a copy to the Bookstore - DO NOT e-mail/fax this form if it has credit card information.
<table>
<thead>
<tr>
<th>CATALOG DESCRIPTION OF PRODUCT</th>
<th>PAGE# AND ITEM LETTER</th>
<th>PRODUCT NUMBER</th>
<th>FOR BOOKSTORE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(PLEASE INDICATE SIZE, COLOUR, WEIGHT, STYLE) (ALSO USE CONTINUATION SHEET IF NEEDED)</td>
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<td>QTY</td>
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