

RAIDERS STORE MAIL-ORDER FORM

An Easy and Convenient Way To Buy Your Books!

OCC Raider Store Mail-Order Form

- Order your textbooks with this form by mailing, faxing, or dropping it off at the Raiders Store, and your books will be packaged and shipped to you for an additional \$7.95 fee.
- Books may also be ordered online at www.oaklandcc.edu/bookstore

ORDERS MUST BE PREPAID WITH A CREDIT CARD

Confirmation: Phone Fax E-mail

PLEASE PRINT CLEARLY

NAME		STUDENT NUMBER
E-MAIL ADDRESS		
ADDRESS (No P.O. Box)		
CITY, STATE, ZIP		
TELEPHONE - DAY ()	TELEPHONE - EVENINGS ()	

- I prefer used textbooks if available.
- Hold my order until used books are available or one week before classes begin.

**Fill out the following course information
or attach a copy of your schedule to this form.**

SEMESTER: Fall ____ Winter ____ Summer I ____ Summer II ____

DEPT.	COURSE NUMBER	SECTION NUMBER	COURSE	REQUIRED ONLY	REQUIRED AND OPTIONAL
EXAMPLE BUS	1100	#1501	<i>Introduction to Business</i>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

MASTERCARD / VISA	EXP. DATE
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SIGNATURE

To protect student privacy, Financial Aid purchases must be made in the Raiders Store.

REFUND POLICY

During the refund period, a full refund or exchange will be given for books purchased for the current semester with your register receipt and current schedule. After this date, books can only be returned at the end of the semester as used books. Purchases made by check will be refunded after a five-day business waiting period. Semester schedule and register receipt are required for those purchases made prior to current semester classes beginning.

**A SALES RECEIPT MUST BE PRESENTED FOR A REFUND OR EXCHANGE
-NO EXCEPTIONS-**

New books must be clean and free from markings of any kind. Do not write name or mark in any way until you are sure you have the correct book and are sure you are going to continue the course. Polywrapped books and materials must be un-opened. A \$5.00 fee will be charged to student if polywrap is broken.

If you have a receipt but have written in your book in any way, have damaged its pages or cover, or opened CD's or disks, a refund of 75% of the original price may be given during the refund period.

ORDER POLICY

You must include information on form for your order to be processed. The student assumes full responsibility for accuracy of information on this form. We are not responsible for instructor changes in textbook orders after your order has been filled. All orders will take a **MINIMUM** of five (5) days to process.

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