



THE UNIVERSITY OF THE PHILIPPINES PRESS

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Method of Payment:

1. Accomplish this order form and e-mail to press@up.edu.ph or fax back to 926-6642. Upon receipt of the accomplished order form, the UP Press Marketing Department will send a pro-forma invoice via fax or e-mail indicating the cost of the book(s) plus the mailing and handling charges that will depend on the weight of the book(s) ordered.

2. Pay via money order, bank draft, or managers check payable to the University of the Philippines Press. Inform the Marketing Department of payment details.

3. After remittance and confirmation of payment, the Marketing Department will inform contracting party of delivery details. Orders usually ship within two to three working days, depending on area, service availability, and order size. The shipment will include the true invoice and an official receipt.

Note: Due to policy restrictions, the UP Press can at present process only prepaid orders for books. The University Cashier does not accept personal and company checks. For more details, please call the Marketing Department at 926-6642.