BOOKSTORE ORDER FORM

FOR DISTRIBUTED LEARNING

College of the North Atlantic, 69 Pleasant Street, Clarenville, Newfoundland, A5A1V9
Phone: 1.877.465.2250 (opt. 2) **Local:** 1.709.466.6965 **Fax:** 1.709.466.4640
Email: dlsbookstore@cna.nl.ca http://dls.cna.nl.ca

SHIPPING INFORMATION (Indicate Preferred Method)

☐ Courier ☐ Express Post

PAYMENT INFORMATION (Indicate Preferred Method)

☐ Cash ☐ Cheque ☐ Money Order

PERSONAL INFORMATION

Student Number:	Email:	
First Name:	Last Name:	
Address:	Phone:	Cell#:
City/Town:	Prov:	Postal Code:

TEXTBOOK INFORMATION (ALL Fields MUST Be Completed)

COURSE #						TITLE, EDITION, ISBN	QUANTITY	AMOUNT
A	A	#	#	#	#			
						If you used multiple order forms, specify total number used ____.	**SHIPPING**	**$15.00**
						Textbook prices are subject to change without notice.	**TOTAL**	

DAMAGE GOODS PROCEDURE: https://dls.cna.nl.ca/pdf/Damaged_Goods_Procedure.pdf

OFFICE USE ONLY (For Tracking Information)

Date Order Received:	D	D	M	M	Y	Y	Date Order Sent:	D	D	M	M	Y	Y	Seller: _____

PROTECTION OF PRIVACY

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to process your request and to update your academic record. It will only be used for this purpose. Personal information you provide may be disclosed to faculty and/or Admissions staff. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the College's Registrar at 709-643-0827. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.

I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.