The following publications are required materials for the online course *Premature Babies and Their Parents*, offered by the Center for Early Education and Development at the University of Minnesota. All of these items can be purchased from Oleanna Books. You may use a check, credit card, debit card, money order, or purchase order (no purchasing cards) and place the order via one of the methods below:

1. **CALL** 612-722-5861.
2. **FAX** order form to 612-721-7792.
3. **MAIL**: Oleanna Books, P.O. Box 141020, Minneapolis, MN 55414 (email: oleannabks@aol.com)

Make check payable to Oleanna Books and include this completed order form with your payment.

**NOTE**: No tax is charged on this order because these are required instructional materials for this course. However, you must complete the attached ST3 form and include it with your order. You need only fill in your name and address and then sign and date the form.

### ORDER FORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magazine: <em>Preemie Magazine, fall 2006 issue</em>.</td>
<td>$4.00</td>
<td>___</td>
<td>$____</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $____

Add Shipping: U.S.: $12.85
Canada: $45.25
International: $66.25

**TOTAL DUE IN U.S. FUNDS:** $____

If paying by credit card:  Type of card: [ ] Visa  [ ] Mastercard  [ ] Discover

Name as it appears on card: ________________________________
Card number: ________________________________ Security code (3 digits) _________
Zip code of card billing address: __________________________ Exp. Date: _____________
Signature: ________________________________

Thank you for your order. Include the ST3 form on page 2. Allow at least two weeks for delivery.
Certificate of Exemption

Purchaser: Complete this certificate and give it to the seller.
Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # ____________________________

☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name ____________________________________ Project description ____________________________________

Name of purchaser __________________________________________
Business address __________________________________________
City State Zip code ________________________________________

Purchaser’s tax ID number __________________________
State of issue ________________________________________

If no tax ID number, enter one of the following:
1. FEIN ____________________________________________
2. Driver’s license number/State issued ID number _______
   state of issue __________________________
   number ________________________________________

Name of seller from whom you are purchasing, leasing or renting ________________________________

Oleanna Books

P.O. Box 141020 Minneapolis MN 55414

Type of business. Circle the number that describes your business.

01 Accommodation and food services
02 Agricultural, forestry, fishing, hunting
03 Construction
04 Finance and insurance
05 Information, publishing and communications
06 Manufacturing
07 Mining
08 Real estate
09 Rental and leasing
10 Retail trade
11 Transportation and warehousing
12 Utilities
13 Wholesale trade
14 Business services
15 Professional services
16 Education and health-care services
17 Nonprofit organization
18 Government
19 Not a business (explain) __________________________
20 Other (explain) __________________________

Reason for exemption. Circle the letter that identifies the reason for the exemption.

A Federal government (department) __________________________
B Specific government exemption (from list on back) __________________________
C Tribal government (name) __________________________
D Foreign diplomat # __________________________
E Charitable organization # __________________________
F Educational organization # __________________________
G Religious organization # __________________________
H Resale

I Agricultural production
J Industrial production/manufacturing
K Direct pay authorization
L Multiple points of use (services, digital goods, or computer software delivered electronically)
M Direct mail
N Other (enter number from back page) __________________________
O Percentage exemption
☐ Advertising (enter percentage) __________________________
☐ Utilities (enter percentage) __________________________
☐ Electricity (enter percentage) __________________________

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined $100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser __________________________
Print name here __________________________
Title __________________________
Date __________________________

Rev. 7/13

Forms and fact sheets are available on our website at www.revenue.state.mn.us