# How to order?

# Orders can be placed:

By phone at: 17 872 13 69

By e-mail to the following address: wydaw@ur.edu.pl

Through the online store of UR Publishing House - https://wydawnictwo.ur.edu.pl

# Order fulfilment time:

We process orders within 5 business days of receiving the order.

# **Payment methods:**

#### Individual clients

• payment on delivery (cash on delivery by DHL courier)

# **Institutional clients**

- payment on delivery (cash on delivery by DHL courier)
- by bank transfer (applies to libraries; as well as companies that have concluded a written commercial agreement with UR Publishing House)

# Shipping costs are borne by the recipient.

1. Orders in Poland are delivered to the address indicated in the order form via the DHL Express courier company.

# COD-DELIVERY PRICE LIST DHL - DOMESTIC COURIER SHIPMENTS

ECONOMY PACKAGE	Fee in PLN gross
envelope up to 1 kg	18,13
over 1 kg to 5 kg	18,13
over 5 kg up to 10 kg	19,20
over 10 kg up to 20 kg	20.91
over 20 kg up to 31.5 kg	23,81

- 2. Upon prior arrangement, personal collection is also possible at the office of UR Publishing House, ul. prof. S. Pigonia 6 (building A-4, 1st floor, room 112), Monday to Friday from 8.00-15.00. CARD ONLY PAYMENT.
- 3. All inquiries regarding the execution of orders and the availability of publications should be sent to the following address: <a href="wydaw@ur.edu.pl">wydaw@ur.edu.pl</a>
- 4. All published prices include VAT. A VAT invoice will be attached to each shipment.
- 5. We confirm placed orders by phone or e-mail to the address provided in the order form.
- 6. Orders from abroad should be sent to the e-mail address: wydaw@ur.edu.pl or lexicon@lexicon.net.pl, lexicon@medianet.pl

Orders are processed by the Lexicon Bookstore:

Lexicon Maciej Wolinski

ul. Dereniowa 2/96

-776 Warsaw, Poland

phone/fax +48 22 648 41 23

http://www.lexicon.net.pl