



ORDERING INFORMATION

4 WAYS TO ORDER

Place Your Order

- 1 GO online at www.nacubo.org/bookstore**
Visit the NACUBO bookstore online to place orders by credit card.
- 2 MAIL your completed order form and payment**
NACUBO Publications
P.O. Box 1020
Sewickley, PA 15143-1020
- 3 CALL NACUBO representatives**
Our customer service department is available from 8:45 a.m. to 4:45 p.m. (Eastern Standard Time), Monday through Friday. To place an order by telephone, call 888.450.9961 and please have your credit-card information ready. No other form of payment is accepted by telephone.
- 4 FAX**
Send your order form and payment information by fax to 412.741.0609. Faxes are accepted 24 hours a day. Orders are processed during regular business hours, Monday through Friday. To avoid duplicate orders, do not fax and mail your order form.

Please note: All orders must be paid in U.S. dollars.
For orders placed by mail, NACUBO accepts checks, credit cards, and institutional purchase orders (members only).
For orders placed by fax, NACUBO accepts purchase orders (members only) and credit cards.
Telephone orders must be paid by a credit card.

Credit cards accepted are: MasterCard, VISA, American Express, and Diners Club.

Shipping and Handling

Shipping and Handling
NACUBO products arrive within 10 business days from the date your order is processed. The average shipping time for most orders is less.

Standard Shipping

Continental U.S.:

\$0-\$50	\$7.95
\$50.01-\$125	\$10.95
Over \$125.01	10% of order

Orders shipped by traceable carriers.

Alaska, Hawaii, or Puerto Rico: \$20

Orders shipped next day by traceable carriers.

Rush Orders

Add \$20—Orders shipped next day using traceable carriers. Items can be sent Rush delivery using your FedEx, Airborne, or DHL account number for a \$5 fee.

Rush orders must be received prior to noon to be shipped that day.

Questions

For delivery outside the United States or any other shipping questions, call 412.741.3748.

Returns and Refunds

Book buyers must pay shipping charges on returned orders.

Ship Returns to the Following Address

NACUBO Publications
Returns Department
P.O. Box 1020
Sewickley, PA 15143-1020

Please use a traceable shipping method such as UPS or FedEx and include a copy of the original shipping document, and a written explanation for the return. You can expect a refund in the same form of payment originally used for purchase within seven to ten business days of our receiving your return.

Contact Us

If you have questions or comments about NACUBO products, please call 800.462.4916 or send an email to NACUBO.PUBS@nacubo.org

ORDER FORM

Title	Item No.	Unit Price	Quantity	Total

Tax: UNLESS TAX-EXEMPT, District of Columbia residents add 5.75%.
 District of Columbia residents only: My organization is tax-exempt. Proof of exemption is enclosed.

Federal ID No. 53-025-9954
 Prices are subject to change without notice.

Subtotal	
DC Tax	
Shipping/Handling	
Rush Orders Charges	
TOTAL AMOUNT DUE	

Ship to:

Name _____
 Title _____
 Institution _____
 Address _____
 City _____ State/Province _____ Zip/Postal Code _____
 Country _____ E-mail _____
 Telephone _____ Fax _____

Bill To: Same Address As Shipping. Billing Instructions Attached

All staff at NACUBO member institutions pay the discounted member price.
 My institution/organization is a member of NACUBO.
 NACUBO institutional member ID number _____
 My institution/organization is not a NACUBO member.

Find out about NACUBO membership. Call 800.462.4916 ext. 2
 or go online to www.nacubo.org/membership

Payment

NACUBO requires prepayment in U.S. dollars.

Check or money order payable to "NACUBO" enclosed
 My purchase order number is _____

Include PO with order form.

Charge to:
 VISA American Express
 Diners Club MasterCard

Card No. _____

Exp. Date _____

Cardholder's Signature (required for credit card purchase):
