

# ASTD Press Order Form

Membership ID \_\_\_\_\_

**SHIP TO** (No P.O. Boxes, please)

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Province \_\_\_\_\_

Zip/Postal Code/Country \_\_\_\_\_

Please complete information below to allow faster service.

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Product Order Code	Title	Qty	Price Per Item	Total

Subtotal	\$
Add shipping and handling charges	\$
Canadian orders, add 7% GST tax subtotal	\$
VA orders, add 5% sales tax to subtotal	\$
<b>GRAND TOTAL</b>	<b>\$</b>

\*Prices and policies are subject to change.  
Prices and offers expire December 31, 2011.

ONLINE STORE	PHONE	FAX	MAIL
store.astd.org	800.628.2783 703.683.8100 International	703.299.8723	ASTD Product Fulfillment Box 1567 Merrifield, VA 22116-1567

## FOR INTERNATIONAL ORDERS

ASTD is not responsible for any additional customs fees International that may be charged in the country of receipt. **ASTD is a non-profit, tax-exempt organization. Our Federal ID # is 39-0852310**

## PAYMENT

- Charge to \$ \_\_\_\_\_ to my: (AMOUNT)
- VISA  American Express
- Discover  MasterCard

Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Enclosed is my check made payable to ASTD (U.S. \$ only)
- Purchase Order enclosed  
(In company letterhead, minimum \$100 order; first time orders must be pre-paid.)
- Wire Transfer  
Call ASTD Customer Member Services at 800.628.2783 or 703.683.8100

**BILL TO:** Please provide billing address if **different** from shipping address.

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

## **ASTD Shipping & Handling**

Required for all phone, fax, and mail orders.

Order Amount	U.S.* (U09)	Canada** (U14)	International
\$0-\$14.99	\$4.99	\$6.99	\$49.99
\$15-\$49.99	\$7.99	\$12.99	\$49.99
\$50-\$74.99	\$8.99	\$19.99	\$69.99
\$75-\$99.99	\$9.99	\$21.99	\$69.99
\$100-149.99	\$13.99	\$24.99	\$84.99
\$150-249.99	\$19.99	\$26.99	\$99.99
\$250-\$349.95	\$21.99	\$29.99	\$114.99
More than \$350	8% of total	11% of total	37% of total

ASTD does not ship to P.O. Boxes

\*Rates include APO and FPO addresses

\*\*All orders to Canada and other International destinations may be subject to custom fees. ASTD is not responsible for payment of these additional fees.

\*\*\*These rates apply to parcels shipped by an assigned carrier. ASTD guarantees shipments with these rates. Lower rates do apply using Air Parcel Post, but ASTD cannot guarantee delivery. For these rates and other information, please contact ASTD Member Services at 800.628.2783 or 703.683.8100 or customercare@astd.org.