

# Publication Order Form

PLEASE FILL OUT COMPLETELY ISPE ID # \_\_\_\_\_ Please see complete publications catalog for policies regarding returns, discounts and refunds.

First Name \_\_\_\_\_ MI  
 Last \_\_\_\_\_ Name  
 Job \_\_\_\_\_ Title  
 Company \_\_\_\_\_  
 Business Address (No PO Box) \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip+4/Postcode \_\_\_\_\_  
 Country \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Business Tel \_\_\_\_\_  
 Business Fax \_\_\_\_\_

I wish to keep my data confidential and it is given only for use by ISPE and its local Affiliates and Chapters.

Yes, I elect ISPE industry membership (a \$289/€244 value). Membership is non-transferable. Contact ISPE to see if you qualify for reduced Membership rates.

PDF downloads are available for thirty (30) days only from date of purchase. There are NO REFUNDS on downloadable PDF documents.

## Payment Method

Payment or credit card billing information MUST accompany order.

Check # \_\_\_\_\_ enclosed payable to ISPE in the amount of \$ \_\_\_\_\_  
 (if paying in US Dollars, check must be drawn on US Bank)

Bill Credit Card - Circle Type: VISA MASTERCARD AMEX

CARD NUMBER \_\_\_\_\_

EXP. DATE \_\_\_\_\_ CVV CODE \_\_\_\_\_

NAME OF CARDHOLDER \_\_\_\_\_

(AS IT APPEARS ON CARD)

SIGNATURE \_\_\_\_\_

\*\*Allow 2-3 weeks for delivery. If you would like express delivery, please provide your Federal Express account number and do not include shipping charges in your total.

ISPE does not pay customs or duties on international shipping.

CARRIER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

QTY.	ITEM#	TITLE	UNIT PRICE (\$ or €)	TOTAL
1	N/A	ISPE Industry Membership (one year)	\$289/€244	Choose membership price for all items
			<b>SUBTOTAL</b>	
			<i>Emerging Economy Discount</i> <small>(Subtract 50% off PUBLICATIONS SUBTOTAL only)</small>	
			<b>SHIPPING</b> <small>Based on subtotal pricing; see chart on page 15.</small>	
			<small>California, Florida, North Carolina and Maryland residents add state sales tax CA (7.5%), FL (7%), NC (6.75%) or MD (6%)</small>	
			<small>Membership Fee (if elected)</small>	
			<b>TOTAL</b>	

Complete and return the order form in this catalog. Indicate payment amount in either US dollars (\$) or Euros (€). You may also purchase publications online at www.ISPE.org. All address and contact information must be provided on the order form, including shipping address, contact person and telephone number. Please provide a street address for shipping purposes. We cannot deliver to a PO box. We must receive payment before an order can be shipped. Incomplete forms will delay shipping. Member discounted orders must be shipped to the Member. No drop shipments.

Members in Emerging Economy Countries receive 50 percent off original single copy price. Fifty percent off does not apply to shipping charges. Visit www.ISPE.org/emergingecconomylist for eligible countries.

## Payment

Pre-payment is required for all orders. Make checks payable to ISPE. Checks for orders in USD must be drawn on a US bank and payable in US dollars. We also accept Visa, MasterCard and American Express credit cards. If your preferred method of payment is electronic funds transfer, please contact ISPE for current bank details.

Prices are good through 31 December 2017; after 31 December 2017, please contact ISPE for current rates.

## Shipping and Handling

Shipping is not included in the list price of ISPE publications. Don't forget to add the appropriate shipping charge when filling out the order form. Please note that ISPE does not pay customs or duties on international shipping.

### Order Amount

Order Amount	Within the USA and Canada	Outside the USA and Canada
Less than \$50/€48	\$7	\$22/€21
\$50 to \$99/€48 to €95	\$9	\$25/€24
\$100 to \$199/€96 to €190	\$12	\$28/€27
\$200 to \$399/€191 to €380	\$15	\$30/€29
\$400 to \$799/€381 to €761	\$20	\$40/€39
\$800 to \$999/€762 to €952	\$25	\$50/€48
\$1,000+ /€953+	\$40	\$75/€72

These shipping and handling charges cover standard ground transportation. All orders are shipped from the US; please allow two to three weeks for delivery. Most orders are shipped within 48-hours of receipt of payment. If you would like express delivery, please provide your Federal Express account number on the order form and do not include shipping charges in your total.

## Return Policy

Any item may be exchanged within 10 days of purchase for any other item of equal value. Hard copy publications must be in their original, new condition. We encourage you to return any items using a traceable shipping method, as ISPE cannot be responsible for items lost in shipment.

PDF downloads are available for thirty (30) days only from date of purchase.

There are NO REFUNDS on downloadable PDF documents.

