

# AAMA TERMS OF SALE

Contact Karen Allen at [kallen@aamanet.org](mailto:kallen@aamanet.org) regarding publication orders.

**Payment:** Members may choose to be invoiced for publication purchases. Nonmembers **must prepay** all publication orders, preferably by credit card (Visa, Master Card, American Express, and Discover), although AAMA will also accept the following: personal, corporate, or bank checks; bank or postal money orders; and wire transfers. **Shipping will not take place until full payment is received.** Please see **Special Services** for more information regarding wire transfers.

**Discount:** All AAMA members are entitled to a discount on all publication sales. When ordering online, be sure to log on with your username and password. The discount will **not** be automatically applied unless this information is provided. **AAMA members are prohibited from transferring their username and password to others for the purpose of receiving discounted publications.**

**Shipping:** Please be aware that AAMA will not replace any publications lost or damaged during shipping at its expense. Be advised that First Class and Priority mail cannot be tracked.

We offer UPS, FedEx, and United States Postal Service (USPS) as shipping options. Please be aware that only First Class and Priority mail services are available when choosing USPS. Book rate (Media Mail), Certified and Registered mail services, and insurance are **unavailable**. AAMA will accept a UPS or FedEx number in lieu of a shipping charge. All prices are in US Dollars. The following are domestic rates:

USPS First Class: \$3.00

USPS Priority: \$4.05

UPS Ground: 10.00

UPS 3 Day Select: \$15.00

UPS 2<sup>nd</sup> Day: \$20.00

UPS Next Day (Afternoon): \$40.00

UPS Next Day (Morning): \$50.00

**Federal Express only available with customer account number.**

**International Shipping:** International orders placed online are held until the shipping charge has been quoted to the customer and payment has been made.

**Handling and Processing:** All orders requiring shipping are charged a \$4.00 fee on the **entire** order. All orders for downloaded documents are charged a \$2.00 processing fee.

**CD Orders:** Unless otherwise requested, all publication files specified as "CD" will be placed on a single disc.

**Order Processing Time:** All orders, including those for individual Volumes and complete Volume Sets, are processed and shipped within two to five days from the day they are received.

**Services:** The following services may be requested for an additional fee:

**Faxing:** When possible, AAMA publications can be faxed for \$4.00 applied to the entire order, plus handling fees. An order consisting of publications to be faxed and shipped will be charged both the faxing and shipping charges.

**Expedited Service:** Expedited service may be requested by contacting AAMA at (847) 303-5664. Orders received between 1:00 and 4:30 PM Central time that are to be shipped the same day will be charged \$20.00 for expedited service. This fee is in addition to any other appropriate fees, including the \$4.00 handling charge and any "next day" or "second day" shipping rate. Individual Volumes or complete Volume Sets are **unavailable** on an expedited basis.

**Wire Transfers:** AAMA will apply a service charge of \$30.00 for all domestic and \$50.00 for all international wire transfers. This fee will be in addition to any other applicable charges.

**Archived Documents:** Obsolete AAMA publications that are archived are available for sale. Please contact AAMA for further information regarding publication availability and pricing.