AAMA
PUBLICATION ORDER FORM

****All highlighted fields are required**

SHIPPING ADDRESS

Attn:
Company:
Street Address:
City:
State/Province: **Zip:**
Country:
Phone:
Fax:
E-mail:

BILLING ADDRESS (❒**Same As Shipping**)

Attn:
Company:
Street Address:
City:
State/Province: **Zip:**
Country:
Phone:
Fax:
E-mail:

PAYMENT INFORMATION

☐ **CHECK**	*(Payable to AAMA in U.S. Funds.)*
☐ **INVOICE**	*(AAMA Members only) Member ID#:*
☐ **CREDIT CARD**	☐ AMEX ☐ MC ☐ VISA ☐ DSCVR
Card #	
Exp	
Name	

SHIPPING INFORMATION

Shipper			**Method**
☐ **UPS**	**Acct #**		☐ **Next Day AM**
☐ **FED EX** (Air shipments only)	**Acct #**		☐ **Next Day PM**
☐ **US MAIL**	☐ Priority Mail		☐ **2-Day**
☐ **Electronically By E-mail**			☐ **Ground/3 Day**

*** **All orders over $100 and all volume binders will ship Ground UPS.**

*** **If no shipping acct # is provided, shipping charges will be invoiced or charged to credit card.**

Company Purchase Order Number: _____

Item Code	Item Description	Price	Qty.	Total
Subtotal				
Taxes	WI-5.5%, WV-6%, and IL & OH residents will be charged tax based on county.			
Expedite Charge	**$20.00** (For orders placed between 1:00 pm and 4:30 pm that are to be shipped the same day.)			
Faxing	**$4.00** Service Fee per document faxed (Requires purchase of document)			

ORDER CONFIRMATION

Received	
Processed	
Shipped/ E-mailed	
Tracking #	
Invoice Date	

SHIPPING CHARGES

First Class Mail $3.00
Priority Mail $4.60
UPS Ground $10.00
UPS 3 Day $15.00
UPS 2nd Day $20.00
UPS Next Day $40.00

Volume Sets only go Ground UPS
International Orders Please call

BILLING INFORMATION

Shipping Charges	
Handling Charges: **Shipped Orders: $4.00** **Electronic Orders:$2.00**	
TOTAL	
Pre-Payment	
Balance Due	
Invoice Amount	

- All prices subject to change
- **Please allow a minimum of 2-5 business days to process order**

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