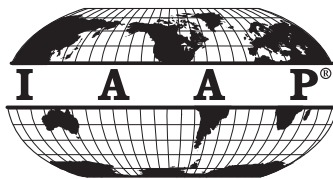


Order Date \_\_\_\_\_



**ORDER FORM**

Date Shipped \_\_\_\_\_

YOU MAY NOW ORDER MATERIAL ONLINE

**GENERAL MATERIALS**

Item No.		Price	Qty	Amount
B820	IAAP Headquarters Note Cards	10	5.00	
B864	IAAP Headquarters Coaster		10.00	
<b>Letterhead/Envelopes for Chapters/Divisions</b>				
P118	Envelopes	1,000	123.25	
P119	Envelopes	500	77.00	
P120	Envelopes	250	55.50	
P121	Letterhead	1000	83.00	
P122	Letterhead	500	55.55	
P123	Letterhead	250	46.50	
P124	Second Sheets	250	24.50	
P130	OfficePro® back-issues if available (min. order 25)	25	9.40	
P131	OfficePro current issue (min. order 10)	10	10.95	
P132	Single back-issues		6.00	
P133	Single current issue		6.00	
P150	“Turning Jobs Into Careers” Blue Bags	25	23.80	
P157	Mailing names/addresses—all divisions* (Division No. _____) Specify: <input type="checkbox"/> labels <input type="checkbox"/> disk <input type="checkbox"/> e-mail		22.45	
P140	IAAP Materials Order Form◆		+	

**CERTIFICATION—CPS and CAP**

C313	Career Advantage (Certification brochure)*			
C304	Certification Application Packet (10 no charge, \$6.15 h/s each additional 10)			
C302	Recertification Application/Information brochure		+	

**EDUCATION**

E900	Complete Office Handbook flyer		+	
E902	OPTIONS Training Program brochure		+	
E903	Element K and MATC flyer		+	
<b>Ribbons: Specify</b>				
E904	Guest	10	5.25	
E905	New Member	10	5.25	
E906	Greeter	10	5.25	

\*See reverse for information.

+No charge in limited quantities. Please, order only what you need.

◆May be downloaded from IAAP Website, [www.iaap-hq.org](http://www.iaap-hq.org).

Member ID No. \_\_\_\_\_ Chapter No. \_\_\_\_\_

Day Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**SHIP TO: (provide street address for shipping—not PO Box; please type/print)**

Name \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip Code/PC \_\_\_\_\_

**MEMBERSHIP**

All Membership Resource booklets, Leader’s Guides, Membership forms, and the Student Chapter Program flyer may be downloaded at no charge, on the IAAP Website—Members’ Place.

Item No.		Price	Qty	Amount
M201	Corporate Marketing Kit	7.25		
M203	Corporate Marketing Kit with Presentation Folder	8.25		

**Brochures**

M231	Associate Membership brochure	25	6.25	
M234	IAAP Benefits brochure	50	9.25	
M238	IAAP Corporate Support brochure	25	9.25	

**Forms**

M250	Membership Application*			
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**RETIREMENT TRUST FOUNDATION/VISTA GRANDE**

R500	“Paver” brochure	+		
R502	“Vista Grande” brochure	+		
R504	RTF Contributions/Donations form	+		
R508	Legacy brochure	+		

**RESEARCH AND EDUCATIONAL FOUNDATION**

F701	General Information flyer	+		
F710	The Continuing Education Unit (CEU) Criteria, Guidelines, and Forms◆			

**PowerPoint Presentations— Certification/Recertification**

Contact Certification Department			
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**PowerPoint Presentations**

Membership— Go to Members’ Place, click on Chapter Resources and Tools.

Retirement Trust Foundation— Click on Retirement Trust Foundation, then “About the RTF”

Amount Col 2	\$ _____
Amount Col 1	\$ _____
MO Residents add 7.975% sales tax	\$ _____
See reverse for express h/s; indicate service/cost	\$ _____
CD/Intl see reverse h/s (US Funds)	\$ _____
<b>TOTAL \$\$ (US Funds)</b>	<b>\$ _____</b>

**CREDIT CARD**

When using credit card, fax to 816.891.9118

- Visa  MasterCard  
 Discover  American Express

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature on credit card \_\_\_\_\_

## EASY WAYS TO ORDER from IAAP:

Call 816.891.6600  
ext. 2247, 2224, 2246

Website  
www.iaap-hq.org

Fax 816.891.9118  
with credit card information

Mail to:  
IAAP Distribution Department  
PO Box 20404  
Kansas City MO 64195-0404

To submit an order using an express service, send to:  
10502 NW Ambassador Drive  
Kansas City MO 64153

**Complete order form on reverse;  
please read instructions below carefully**

## ORDER INFO/INSTRUCTIONS

### Mail-In

Following are ways to help expedite the processing and shipping of your order:

Print or type name/address.

For shipping—if possible, provide your company name and street address. **(NOTE: when a company uses BOTH a PO box and street address, be sure to use the correct Zip Code for the street address.)**

When it is not feasible to receive materials at your company, provide your home street address. **Courier services will not deliver to a PO box.**

Check below for additional handling/shipping (h/s) costs and **make sure they are included** in your order on the reverse.

Enclose check or money order in U.S. funds; or, provide credit card information.

Express handling/shipping is outlined below. Indicate service and amount on reverse.

Allow 2 to 3 weeks from receipt of your order at Headquarters for delivery of your materials.

### \*HANDLING/SHIPPING

Include item number, quantity, and cost, when applicable, on reverse.

### Membership Applications

Item #	Quantity	H/S Cost
M250	Up to 100	N/C
N/A	101–250	\$10.00
N/A	251–500	\$12.50

### Career Advantage (Certification brochure)

Item #	Quantity	H/S Cost
C313	Up to 100	N/C
N/A	101–250	\$10.00
N/A	251–500	\$12.50

For larger quantities, contact the Distribution Department for availability and costs.

### Additional Charge: Express Handling/Shipping

Packages:	US	CD	INT'L
Next Day	\$35	\$60	+
2 Day	\$25	\$50	*
3 Day	\$20*	*	*

### Letter Size Envelopes only:

Next Day	\$18	\$25	\$35
2 Day	\$12	\$21	*

+Contact Distribution Department for correct charges.

**\*Service NOT available in these areas, including Alaska, Hawaii, and Puerto Rico.**

### Phone/Fax/E-Mail/Website

Headquarters Distribution Department has no computerized billing system; please be prepared to use a credit card for orders requiring payment. IAAP accepts Visa, MasterCard, Discover, and American Express with the expiration date.

You may order 24 hours a day, seven days a week:

Website Go to Members' Place, click on "Orders" at top of page  
Phone 816.891.6600 x2247, 2224, 2246  
Fax 816.891.9118  
E-Mail lheide@iaap-hq.org  
pkennedy@iaap-hq.org  
swhitaker@iaap-hq.org

To place voice mail orders: give your member ID and chapter number; name, shipping information (see mail-in orders); item numbers, item names, and quantities.

Distribution e-mail should be for order inquiries and no-charge orders. Be sure to include a daytime phone and fax number on all orders and in e-mail. Items for which there is a charge must be prepaid. **E-Mail is not secure and credit card information should NOT be sent via e-mail.**

### RETURN/REFUND/EXCHANGE POLICY

**Non-refundable materials:** handling/shipping cost; chapter/division letterhead/envelopes.

A 60% refund will be made on returns up to 30 days from shipment date and received at IAAP Headquarters in good, resalable condition.

Exchanges will be made for additional prepaid handling/shipping cost and difference in item cost, if applicable.

### MEMBER NAMES/ADDRESSES

When ordering member names, we must have:

1. Prepayment (check or credit card)
2. Sample mailing piece (may be draft)

When order and prepayment are received a Confidentiality Guidelines/Agreement is e-mailed to the Division President to be signed and returned.

### Names Via: E-Mail, Disk or Labels

Allow 5 working days after receipt of prepayment to receive names.

Item No.	Division	Cost
P157	All divisions	\$22.45

**Include cost on reverse**