ASCA ORDER FORM

How to Order

By phone: (800) 401-2404; by mail: ASCA Publications, P.O. Box 960, Herndon, VA 20172; by fax: (703) 661-1501; online at *www.schoolcounselor.org*

NAME

SCHOOL/AGENCY/OTHER

ADDRESS

CITY, STATE, ZIP

PHONE

Ship to (if different)

NAME

SCHOOL/AGENCY/OTHER

ADDRESS

CITY, STATE, ZIP

PHONE

Payment Method

❍ Check Enclosed

❍ VISA ❍ MasterCard ❍ American Express

CARD NO. V-CODE EXP. DATE

CARDHOLDER'S NAME

SIGNATURE

ASCA MEMBERSHIP NUMBER (REQUIRED FOR MEMBERSHIP DISCOUNT)

Shipping and Handling:

Orders up to $50 – $6; orders more than $50 – 10 percent of order amount. For shipments outside the United States, actual shipping costs will apply. All orders are shipped via UPS (or book rate, if requested) and must include a street address. Allow 2-4 weeks for delivery from date of receipt.

Ordering Information:

The order form must be filled out completely and accurately to expedite your order. Make all checks payable to ASCA. Note: Incomplete order forms cannot be processed. All prices are subject to change without notice.

Payment:

ASCA accepts MasterCard, VISA, American Express, checks and money orders in U.S. currency. For credit card orders, be sure to include your credit card type, number and expiration date on the order form. There is a minimum credit card order of $10. Official institutional purchase orders accepted by mail or fax only.

Claims and Returns:

If your order is damaged, incomplete or incorrect, call (800) 401-2404 within 45 days of receipt of merchandise. All returned merchandise must be in resellable condition. A packing skip or invoice must accompany all returned orders. Books must be returned within 45 days of date of invoice. Postage and freight charges are paid by purchaser. Ship authorized returns to: ASCA Publications – Returns, Books International Inc., 22883 Quicksilver Drive, Dulles, VA 20166.

Order No.	Title	Quantity	Price	Total
			Subtotal	
			VA residents add 5% sales tax	
			Shipping & handling (see above right)	
			Total	