

ORDERING AND SHIPPING INFORMATION

Placing Orders

Orders can be placed:

- Online at www.ncda.org
- Via fax at 918-663-7058
- Or by calling NCDA at 918-663-7060 or 866-FOR-NCDA.

Rush Orders — *No orders will be shipped on Fridays.*

We must receive your order by 12:00 noon Central Time to accommodate rush orders. The following charges apply:

\$20 expediting fee + UPS costs for all rush orders

The following policies have been set in an effort to keep costs down and to serve customers efficiently.

Prices subject to change without notice.

All orders must be accompanied by one of the following methods of payment:

- Completed purchase order
- Check
- Money Order
- Visa or MasterCard with expiration date

Orders from within the state of Oklahoma must add 8.517% sales tax to the order.

Return Policy

NCDA will only accept returns within 60 days of the purchase date. After 60 days, no returns will be accepted.

Shipping Time

Please allow 10 business days to receive your order. If you have not received your order within 2 weeks, please contact NCDA to check the status.



ORDER FORM

Join NCDA as a member and you will receive a discount on all NCDA published books, excluding Facilitating Career Development Curriculum. NCDA offers member discounts for most NCDA events and resources. You can find the NCDA membership form on the NCDA website at www.ncda.org.

YES! Please send me . . .

Qty	Title	Unit Price	Total Price
TOTAL PRICE			

6 Ways to Order

Mail: National Career Development Association
305 N. Beech Circle
Broken Arrow, OK 74012

Fax: (918) 663-7058

Website: www.ncda.org

Phone: (918) 663-7060

Toll Free: 1-866-367-6232

Email: nscrimsher@ncda.org

Payment Method: (check one)

- Check or Money Order** made payable to National Career Development Association (Must be payable through a U.S. bank and be in U.S. currency)
- P.O.** _____ (must have copy)
- Visa** **MasterCard**

SHIPPING AND HANDLING:

- Domestic Orders** \$8.00 minimum on all orders
- Orders \$200 or less** 15% of order amount
- Orders \$201–\$500** 10% of order amount
- Orders \$501 – \$1,000** . . . 8% of order amount
- Orders \$1,001 and over** . . 5% of order amount

International Orders will be charged the actual cost of shipping plus \$25 handling fee. Must be prepaid. Call for actual cost.

Shipping

International
Add \$25.00

- Check for **Rush Shipment**
Add \$20.00

Oklahoma Residents
Add 8.517% Sales Tax

TOTAL AMOUNT DUE

Account Number _____

____ / ____
Expiration Date

Cardholder Name (please print) _____

Signature (required for all charges) _____

SHIP TO: (Cannot ship to P.O. Box)

Name _____ Member # _____

Business / Company _____ Email _____

Address _____ City _____ State _____ Zip _____

NCDA FEI # 52-6045839

All prices subject to change without notice.

Phone _____