

# 2023 Publication Order Form

PLEASE FILL OUT COMPLETELY ISPE ID # \_\_\_\_\_  
 Please see complete publications catalog for policies regarding returns, discounts and refunds.

First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Last Name \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Business Address (No PO Box) \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip+4/Postcode \_\_\_\_\_  
 Country \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Business Tel \_\_\_\_\_  
 Business Fax \_\_\_\_\_

- I wish to keep my data confidential and it is given only for use by ISPE and its local Affiliates and Chapters.
- Yes, I elect ISPE industry membership (a \$316 value). Membership is non-transferable. Contact ISPE to see if you qualify for reduced Membership rates.

**There are NO REFUNDS on downloadable PDF documents.**

## Payment Method

Payment or credit card billing information MUST accompany order.

Check # \_\_\_\_\_ enclosed payable to ISPE in the amount of \$ \_\_\_\_\_  
 (Check must be drawn on US Bank)

Bill Credit Card - Circle Type: Visa/Mastercard/AmEx

CARD NUMBER \_\_\_\_\_

EXP. DATE \_\_\_\_\_ CVV CODE \_\_\_\_\_

NAME OF CARDHOLDER \_\_\_\_\_  
 (AS IT APPEARS ON CARD)

SIGNATURE \_\_\_\_\_

Allow 2-3 weeks for delivery. If you would like express delivery, please provide your Federal Express account number and do not include shipping charges in your total.

**ISPE does not pay customs or duties on international shipping.**

CARRIER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

QTY.	ITEM#	TITLE	UNIT PRICE	TOTAL
1	N/A	ISPE Industry Membership (one year) <i>Choose membership price for all items</i>	\$316	

SUBTOTAL

**Emerging Economy Discount**  
 (Subtract 50% off PUBLICATIONS SUBTOTAL only)

SHIPPING *Based on subtotal pricing; see chart to the right.*

*California, Florida, and Maryland residents add state sales tax CA (7.25%), FL (7.5%), or MD (6%)*

*Membership Fee (if elected)*

**TOTAL**



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 Tampa, Florida 33607 USA

Fax: +1-813-264-2816

Email: ask@ispe.org

Complete and return the order form to ISPE. You may also purchase publications online at www.ISPE.org. All address and contact information must be provided on the order form, including shipping address (we cannot deliver to a PO box), contact person, and telephone number. We must receive payment before an order can be shipped. Incomplete forms will delay shipping. Member discounted orders must be shipped to the Member. No drop shipments. Prices are good through 31 December 2023.

Members in Emerging Economy Countries receive 50 percent off original single copy price. The discount does not apply to shipping charges. For eligible countries, visit ISPE.org/Publications/Emerging-Economy-Discount. This discount may not be combined with any other offer.

## PAYMENT

Pre-payment is required for all orders. Make checks payable to ISPE. Checks for orders in USD must be drawn on a US bank and payable in US dollars. We also accept Visa, MasterCard, and American Express credit cards. Member discounted orders must be shipped to the Member.

## RETURN POLICY

Any item may be exchanged within 10 days of purchase for any other item of equal value. Hard copy publications must be in their original, new condition. We encourage you to return any items using a traceable shipping method, as ISPE cannot be responsible for items lost in shipment. **There are NO REFUNDS on downloadable PDF documents.**

## SHIPPING AND HANDLING

We do not ship to PO Boxes. Shipping is not included in the list price of ISPE publications. Don't forget to add the appropriate shipping charge when filling out the order form. **Please note that ISPE does not pay customs or duties on international shipping.**

Order Amount	Within the USA and Canada	Outside the USA and Canada
Less than \$50	\$7	\$22
\$50 to \$99	\$9	\$25
\$100 to \$199	\$12	\$28
\$200 to \$399	\$15	\$30
\$400 to \$799	\$20	\$40
\$800 to \$999	\$25	\$50
\$1,000+	\$40	\$75

These shipping and handling charges cover standard ground transportation. All orders are shipped from the US; please allow 2-3 weeks for delivery. Most orders are shipped within 48-hours of receipt of payment. If you would like express delivery, please provide your Federal Express account number on the order form and do not include shipping charges in your total.