



PRESS ORDER FORM

Complete order form and return to:

ESD Association
 7900 Turin Rd. Bldg. 3 • Rome, NY 13440
 Phone: (315) 339-6937 • Fax: (315) 339-6793
 E-mail: info@esda.org • Website: www.esda.org

ORDER DATE: _____
 Membership # _____
 Ordered by: _____
 Phone: _____

MEMBER / SHIP TO:	
Name: _____	Phone: _____
Company: _____	Fax: _____
Address: _____	Email: _____
Address: _____	Send Receipt to:
City: _____ State: _____ Zip: _____	<input type="checkbox"/> Email Receipt to:
Country: _____	_____

Quantity	Description	Electronic or Hard Copy	Price per unit	Extended Price

Please note that actual shipping costs to ship any foreign order, Standard Subscription set or proceeding set is added to your order cost. Handling fee still applies. Please call if you desire an exact quote.

** Handling Fees			
Orders Totaling	US	Foreign	
Up to \$100.00	\$10.00	\$30.00*	Rush Processing \$25
Over \$100.00	\$20.00	\$40.00*	Electronic Document Order
Standard Subscription Set	\$40.00*	\$40.00*	Handling Fee \$20.00
Proceeding Set	\$40.00*	\$40.00*	

Subtotal	
Handling**	
Actual Shipping*	
Rush Processing	
Order Total	

Payment Must Accompany Order Make checks payable to: ESD Association.
 U.S. Dollars only drawn on US Federal Reserve Bank-DO NOT SEND FOREIGN CHECKS.

Purchase Order Number: _____	Special Shipping Instructions:
Payment Method: <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover	
Credit Card Number: _____ Exp. Date: _____	
Name on Card: _____ Security Code: _____	
Billing Address: _____	

Delivery

All U.S. orders are shipped via US Mail or UPS Ground for Standard Subscription sets and Proceeding sets. Foreign orders weighing less than 16 ounces are shipped via Air Mail. Foreign orders over 16 ounces are shipped via traceable delivery and customer is charged actual shipping costs—handling fee still applies.

Optional Priority/Traceable delivery is available at the customer's expense or using the customer's shipping account—handling fees still apply. Customer is responsible for any additional expenses, i.e. duties and/or taxes, incurred at customs. Rush processing is available for an additional \$25 rush fee—handling fee and any applicable actual shipping as explained above still applies. Rush orders are processed within 24 hours of receipt.

All electronic documents must be delivered directly to the intended person for use on only one computer. The document may not be forwarded to any additional users or accessed on multiple computers. Electronic document orders will be processed in 48 hours

Order processing time 2 weeks.

*******PRICES SUBJECT TO CHANGE WITHOUT NOTICE*******