ORDERING AND SHIPPING INFORMATION

NCDA National Career Development Association

ORDER FORM

PLACING ORDERS

Orders can be placed:

- Online at www.ncda.org go to Career Resource Store
- 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

Prices subject to change without notice.

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

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

- Completed Purchase Order (Hard Copy)
- Check
- Money Order
- Visa, MasterCard, AMEX or Discover with expiration date and security code

Orders from within the state of Oklahoma must add 8.52% 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.

Quantity Discounts

Discounts available on orders of 20 or more of one individual title, please call 866-367-6232 for information on discounts.

Six 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

Join NCDA as a member and you will receive a discount on most NCDA published books, excluding Facilitating Career Development Currriculum. 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.

Qty	Title	Unit Price	Total Price

SUB TOTAL

SHIPPING AND HANDLING:

Domestic Orders ..... $12.00 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. Canadian orders are charged additional fees at Canada Customs.

Shipping	
International Add $25.00 Handling Charge	
❑ **Check for Rush Shipping** Add $20.00	
Oklahoma Residents Add 8.52% Sales Tax	
TOTAL AMOUNT DUE	

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 ❑ AMEX ❑ Discover

Account Number _____

Expiration Date ___ ___ / ___ ___ Security Code _____

Cardholder Name *(please print)* _____

Cardholder Address _____

_____

Signature *(required for all charges)* _____

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

Name _____

Business/Company _____

Street Address _____

City/State/Zip Code _____

Phone _____

Email _____

Member # _____

NCDA FEI # 52-6045839 All prices subject to change without notice.