

## **NBEA Member**

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NBEA members receive a discount on selected publications. To take advantage of the member prices, you must include your NBEA membership number from your membership card. If you wish to join NBEA, send in the membership application below with your order and you will automatically receive the member prices. An order form can also be accessed online at [www.nbea.org](http://www.nbea.org). **ALL ORDERS ARE FINAL.**

## **Shipping Charges**

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Shipping charges must be included for all orders. Most orders are shipped via UPS ground delivery. Allow 2 to 4 weeks for delivery. For rush processing (orders are processed within 48 hours but are still shipped via UPS ground delivery), add \$10.00 to shipping charge. Orders shipped to Virginia addresses must include the 4.5% state sales tax.

## **Foreign Orders**

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Add \$15.00 in addition to shipping charges to orders shipped to foreign addresses including those in Canada. NBEA reserves the right to charge the actual cost for shipping on orders sent to foreign addresses.

## **Payment Options**

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Checks must be made payable to NBEA. VISA and MasterCard are accepted and may be used to place an order online ([www.nbea.org](http://www.nbea.org)), by mail, phone at (703) 860-8300, or fax at (703) 620-4483. Calls are accepted Monday through Friday, 8:30 a.m. to 4:30 p.m. EST. Purchase orders are also accepted. However, they must be faxed or mailed before the order is placed. Please include P.O. number on the order.

## **Bookstores Only**

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NBEA offers a 10% discount on the listed price for all orders of 10 or more of a single title. Shipping charges are added to all orders.

## **Return Policy for Bookstores**

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Prior permission is required for all returns and must be requested in writing. A copy of the invoice under which the order was originally shipped must accompany the request for return.

NBEA accepts returns of any quantity ordered for up to six months following the date of purchase. A restocking fee of 10% is charged. The minimum restocking charge is \$5.00.

Postage/freight on the returned merchandise is the responsibility of the sender and will not be paid by NBEA.

Material returned must be in sellable condition, as determined by NBEA (unmarked, no stickers or rubber stamps, undamaged). Return of materials originally packaged in shrink-wrap will not be accepted if the shrink-wrap has been removed or altered.

Material and inquiries should be sent to the National Business Education Association, 1914 Association Drive, Reston, Virginia 20191-1596

Upon receipt and inspection, a credit memo or check will be issued for the balance due. Credit will not be issued for unauthorized returns.

If you have any questions, please contact NBEA at (703) 860-8300.