RAPS Bookstore

Order Form

1. Status: ❑ Member ❑ Nonmember

To receive the member rate on publications, the order must be submitted by a current member of RAPS. Please note: Membership is individual, not corporate. If you are unsure of your membership status, please contact our office for verification prior to placing an order. Orders will not be filled without prepayment.

Shipping Address: (PO boxes may not be used for shipping address)

Member Name_____Member Number_____

Company_____ Email _____

Address _____

City _____ State _____ Province _____

Zip/Postal Code_____ Country _____

Telephone _____ Fax_____

2. Ordering Information: (Prices are subject to change)

Product #	Product Description	Quantity	Unit Cost	Total Cost
			Subtotal	
			MD State Tax if applicable (6%)	
			Ship/Handling	
			Total Due	

3. Method of Payment: Prepayment is required; purchase orders are not accepted.
RAPS Tax ID No. 52-1139030

❑ Check #_____ (checks must be payable to RAPS in US dollars—all bank charges are the responsibility of the payor)

Charge to: ❑ American Express ❑ MasterCard ❑ Visa Account # _____ Exp. Date _____

Signature _____ Name as it appears on the card _____

4. Shipping & Handling:

Standard Delivery: For your convenience, all orders are shipped the following business day after payment has been processed, upon availability. Allow 7–10 business days for domestic delivery, 10–14 days for international delivery. If an item is out of stock, we will inform you of the expected delay. **Charges listed below are for US domestic shipments only. Contact RAPS for international shipment fees.**

Order Subtotal	Shipping and Handling	Order Subtotal	Shipping and Handling
❑ up to $30	$5.00	❑ $151–$299	$10.00
❑ $31–$70	$7.00	❑ $300+	$12.00
❑ $71–$150	$8.00	❑ Express Delivery handling fee $2.00	

Express Delivery: If you wish to have an express shipment, please provide a FedEx Acct. # on which to charge this shipment or authorize charges be billed to your credit card.

Check one: ❑ Priority FedEx ❑ Standard FedEx FedEx Acct. #_____

5. Send completed form to:

BY MAIL: RAPS Bookstore, 5635 Fishers Lane, Suite 550, Rockville, MD 20852 USA
BY FAX: +1 301 770 2924
QUESTIONS: Call +1 301 770 2920, ext. 200 or email bookstore@raps.org
ORDER ONLINE: www.raps.org/bookstore

RAPS REGULATORY AFFAIRS PROFESSIONALS SOCIETY