



ORDER FORM

Please complete the order form and return to IPMA-HR via fax at 703-684-0948 or e-mail to meetings@ipma-hr.org

BASIC INFORMATION:

Sponsoring Organization: _____
 Sponsoring Organization Contact: (Contact for questions regarding this order) _____
 Session Dates: _____
 Instructor A: _____ Agency: _____
 Instructor B: _____ Agency: _____

SHIP TO:

Name: _____ Agency: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

BILL TO:

Name: _____ Agency: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

ORDER INFORMATION:

Price Per Manual (circle one)

Quantity of Manuals Ordered: _____ X \$ 275—Members \$ 375—Non-Members

Requested Delivery Date: _____

Please be sure to fill out this order form and return it to IPMA-HR, so that we can process your order correctly.

*** Please Note:** Agencies submitting orders with less than 2 weeks notices will require rush shipment (overnight or second day shipping). Rush shipping charges will be added to your invoice.

PAYMENT INFORMATION:

Check Enclosed Credit Card Please Invoice (Members Only)

Credit Card Number: _____ - _____ - _____ - _____ Expiration Date: ____/____/____

Card Holder Name: _____ Amount: _____