

# PURCHASE ORDER COVER SHEET

## PURCHASE ORDER #:

### BILL TO:

ASHA Account # (Required to receive member pricing)

E-mail (Required)

Name

Daytime Telephone

Street Address (orders cannot be shipped to PO Boxes)

City

State

Zip

### SHIP TO (if different than BILL TO) :

Name

Daytime Telephone

E-mail

Street Address (orders cannot be shipped to PO Boxes)

City

State

Zip

ITEM #	PRODUCT NAME	PRICE	QUANTITY	TOTAL

**INTERNATIONAL ORDERS:** Purchase Orders are not accepted from organizations outside the United States (including Canada and Mexico).

**PURCHASE SATISFACTION:** We guarantee your satisfaction. If you are not completely satisfied with your purchase, products may be returned for a full refund or exchange within 90 days (120 days for foreign addresses) of shipping from ASHA. Refunds for the ASHA Learning Pass are only available for 14 days. No refunds are issued after these periods. Please note the ASHA CEU expiration date that is included in every course. Products will not be accepted for return or exchange after the ASHA CEU expiration date or if ASHA CEUs have already been earned for the product. Sorry, but shipping and handling charges are not refundable. Items must be unused and returned at the customer's expense. Incorrect or damaged shipments may be returned within the stated period at ASHA's expense after authorization is obtained in advance by calling **ASHA Product Sales at 888-498-6699**. Due to processing/administrative costs, ASHA does not routinely refund amounts under \$5.00 without a written request. Other return policies or restrictions may apply.

### SUBTOTAL

### SALES TAX

MD 6.0% and DC 6.0%

Orders are shipped via UPS.  
See chart.

### EXPEDITED SHIPPING

Add \$20 for 2nd Business Day.  
Add \$30 for overnight.

### TOTAL

Purchase Orders under \$75.00  
will not be accepted

### EMAIL

productsales@asha.org

### CALL TOLL-FREE

888-498-6699

### ONLINE

www.asha.org/shop

### MAIL ORDERS

#### with payments to:

ASHA Product Sales-426  
P.O. Box 1160  
Rockville, MD 20849

#### with Purchase Orders to:

ASHA Product Sales-426  
2200 Research Boulevard  
Rockville, MD 20850

Subtotal	Shipping & Handling
\$14.99 or less	\$5
\$15 to \$24.99	\$8
\$25 to \$49.99	\$10
\$50 to \$74.99	\$12
\$75 to \$99.99	\$15
\$100 to \$199.99	\$18
\$200 to \$299.99	\$22
\$300 to \$499.99	\$28
\$500 to \$799.99	\$35
\$800 to \$999.99	\$40
\$1000 or more	price based on weight

888-498-6699 • www.asha.org/shop