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# **ORDER FORM**

CUSTOMER MASTER NUMBER (IF K	DATE					
ATTENTION/NAME	_					
DRGANIZATION		DIVISION / ROOM NUMBER				
STREET ADDRESS						
CITY		STATE	ZIP CODE			
PROVINCE / TERRITORY		INTERNATIONAL POSTAL CODE				
COUNTRY						
PHONE NUMBER ( ) CONTACT NAME	FAX NUM (	MBER ) ET E-MAIL ADDRESS				
METHOD OF	PAYMENT					
☐ Check / Money Orde	r enclosed for \$		(PAYABLE IN U.S. DOLLARS)			
☐ NTIS Deposit Accour	nt Number:					
⊒ VISA	☐ MasterCard	☐ American Express				
CREDIT CARD NUMBER		EXPIRATION DA	ATE			
CARDHOLDER'S NAME		1				
SIGNATURE (REQUIRED TO VALIDA	TE ALL ORDERS)					

### ORDER BY PHONE (ELIMINATE MAIL TIME)

8:30 a.m. - 5:00 p.m. Eastern Time, M - F. Sales Desk: (703) 487-4650 Subscriptions: (703) 487-4630 TDD (hearing impaired only): (703) 487-4639

### **ORDER BY FAX**

24 hours/7 days a week: (703) 321-8547 To verify receipt of fax: call (703) 487-4679 7:00 a.m. – 5:00 p.m., Eastern Time, M – F.

## **ORDER BY MAIL**

National Technical Information Service 5285 Port Royal Road Springfield, VA 22161

# RUSH SERVICE (DO NOT MAIL RUSH ORDERS)

1-800-553-NTIS. RUSH service available for additional fee.

### **ONLINE ORDERING**

Order through the Internet 24 hours a day: orders@ntis.fedworld.gov If concerned about Internet security, you may register your credit card at NTIS. Simply call (703) 487-4682.

#### **FEDWORLD®**

Please call for connect information: (703) 487-4608.

### **BILL ME**

(U.S., Canada, and Mexico only.) **DO NOT USE THIS FORM.** 

NTIS will gladly bill your order, for an additional fee of \$7.50. A request to be billed must be on a purchase order or company letterhead. An authorizing signature, contact name, and telephone number should be included with this request. Requests may be mailed or faxed.

### **REFUND POLICY**

Although NTIS cannot accept returns for credit or refund, we will gladly replace any item you requested if we made an error in filling your order, if the item was defective, or if you received it in damaged condition. Just call our Customer Service Department at (703) 487-4660.

NTIS HANDLING FEE						
Value of Order	Handling Fee					
\$10.00 or less	\$2.00					
\$10.01 – \$50.00	\$4.00					
\$50.01 – \$100.00	\$6.00					
Over \$100.00	\$8.00					

Add \$2.00 to handling fee for orders sent outside the United States, Canada, and Mexico.

# PRODUCT SELECTION

NTIS PRODUCT NUMBER (ORDERING BY TITLE ALONE ROUTIN WILL DELAY YOUR ORDER)  UP TO 8		INTERNAL CUSTOMER	UNIT	QUANTITY				INTERNATIONAL	TOTAL PRICE		
		ROUTING (OPTIONAL) UP TO 8 CHARACTERS	PRICE	PAPER COPY	MICRO- FICHE	MAGNETIC TAPE *	DISKETTE	CD-ROM	OTHER	(SEE BELOW)	
	IND		\$							\$	\$
	IND		\$							\$	\$
	IND		\$							\$	\$
	IND		<u></u>							<u></u>	<u></u>
	IND		\$							\$	\$
	IND		\$							\$	\$
★ CIRCLE 3480				ELING FORMAT							
REQUIREMENTS	CARTRIDGE	BPI BPI	STANDARD	NONLABELED	EB	CDIC	ASCII			TOTAL	\$
PLEASE NOTE											

### **PLEASE NOTE**

Unless microfiche or other is specified, paper copy will be sent.

Please call the Sales Desk at (703) 487-4650 for information on multiple copy discounts available for certain documents and price verification.

Out-Of-Print Surcharge
Effective 4/17/95, an out-of-print surcharge may apply to certain titles acquired by NTIS more than three years prior to the

Canada and Mexico add \$4 per paper copy report; \$1 per microfiche copy. Other countries add \$8 per paper copy report; \$1.25 per microfiche copy. (Paper copy reports and microfiche copies are shipped surface mail unless airmail is specified.)

GRAND TOTAL |\$ Thank you for your order!

\$

PER ORDER

(SEE CHART ABOVE)

Prices are subject to change.

All previous versions of this form are obsolete.