BOOK ORDER FORM

Shipping address

Name | Title | Organization

Street Address (no PO boxes) | City | State | Zip Code

Phone | E-mail Address

Member ID Number (if applicable)

Ship to: ☐ Home ☐ Work

Prod. No.	Product Description	Order Quantity	Regular Price	Member Price	Total Amount

SUBTOTAL	
State Tax *(IL residents add 9.75%, MI residents add 6%)*	
Shipping and Handling	
TOTAL COST	

Payment must accompany every order.

Prices and availability are subject to change without notice.

Method of Payment *(check appropriate box)*

☐ Check *(enclosed)* ☐ Money order *(enclosed)*

Make checks and money orders payable to AHIMA.

☐ Purchase Order enclosed, P.O. # _____

Credit Card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Credit Card Number | Exp. Date

Print Name as It Appears on Card

Signature

M	X	5	5	0	9

Shipping and Handling

Order Amount	48 Contiguous US states	HI, AK, Canada, PR, add $20	International shipping, add $45
$49.99 or less	$6.95	$26.95	$51.95
$50–$74.99	$8.95	$28.95	$53.95
$75–$99.99	$9.95	$29.95	$54.95
$100–$149.99	$12.95	$32.95	$57.95
$150–$199.99	$14.95	$34.95	$59.95
$200–$249.99	$20	$40	$65
$250+	7% of order subtotal	$20 plus 7% of order subtotal	$45 plus 7% of order subtotal

The above shipping rates also apply to orders being sent by US mail. Shipping charges are calculated based on the pre-tax subtotal order amount. Taxes are calculated based on the subtotal order amount.

For Bulk Purchases Contact Corporate Sales

☎ (312) 233-1967 @ sales@ahima.org

Four Easy Ways to Order:

ahimastore.org	**(312) 233-1500 Credit card or purchase orders only**	**AHIMA Publications Dept. 77-97105 Chicago, IL 60678-7105**
(800) 335-5535		

Books: An e-mail will be sent at the time of shipment from our fulfillment vendor, Walsworth, with your order's tracking number(s).

Shipping Disclaimer

Unless instructed otherwise, the UPS driver will leave your package at the destination, even if no one is available to sign for it. If you cannot ensure someone will be available to accept delivery, we recommend you either instruct UPS to hold your package or provide an alternate location (for example, a neighbor) where the driver can leave your package. AHIMA is not responsible for theft or damage of packages left without a signature.

AHIMA is not responsible for incorrect addresses provided by the customer, nor are we responsible if recipients fail to collect their deliveries in a timely manner. Please verify all shipping addresses and ensure recipients are aware of their deliveries. If UPS is required to redirect a delivery, the customer is responsible for any surcharges incurred.

International Shipping

Additional charges apply if customs clearance is performed by brokerage offices other than those designated by UPS for clearing the products listed above.