

American Retirement Association 2018 Publications Order Form

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1 CHOOSE YOUR PRODUCTS

RELATED EXAM	2018 ARA PUBLICATIONS & STUDY MATERIALS	LIST PRICE	MEMBER DISCOUNT PRICE	QUANTITY	TOTAL
DC-1	DC-1: Plan Qualification and Compliance Basics, 8th Ed.—Print	\$365	\$345		
DC-1	DC-1: Plan Qualification and Compliance Basics, 8th Ed.—PDF*	\$345	\$335		
DC-1	DC-1: Plan Qualification and Compliance Basics, 8th Ed.—Distributable PDF**	\$2,200	\$2,200		
DC-2	DC-2: 401(k) Plans and Intermediate Administration Topics, 8th Ed.—Print	\$365	\$345		
DC-2	DC-2: 401(k) Plans and Intermediate Administration Topics, 8th Ed.—PDF*	\$345	\$335		
DC-2	DC-2: 401(k) Plans and Intermediate Administration Topics, 8th Ed.—Distributable PDF**	\$2,200	\$2,200		
DC-3	DC-3: Advanced Compliance and Administration Topics, 7th Ed.—Print	\$365	\$345		
DC-3	DC-3: Advanced Compliance and Administration Topics, 7th Ed.—PDF*	\$345	\$335		
DC-3	DC-3: Advanced Compliance and Administration Topics, 7th Ed.—Distributable PDF**	\$2,200	\$2,200		
DB-A & DB	DB Study Guide: Administrative Issues of Defined Benefit Plans, 8th Ed.—Print	\$365	\$345		
DB-A & DB	DB Study Guide: Administrative Issues of Defined Benefit Plans, 8th Ed.—PDF*	\$345	\$335		
DB-A & DB	DB Study Guide: Administrative Issues of Defined Benefit Plans, 8th Ed.—Distributable PDF**	\$2,200	\$2,200		

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RELATED EXAM	2018 ARA PUBLICATIONS & STUDY MATERIALS	LIST PRICE	MEMBER DISCOUNT PRICE	QUANTITY	TOTAL
CPC	CPC Study Guide: Advanced Retirement Plan Consulting, 6th Ed.—PDF*	\$250	\$225		
ESOP-A	ESOPs for Plan Administrators, 2nd Ed.—Print	\$300	\$275		
ESOP-A	ESOPs for Plan Administrators, 2nd Ed.—PDF*	\$275	\$245		
TGPC-1	TGPC-1: Introduction to 403(b) & 457 Plan Administration, 2nd Ed.—Print	\$315	\$290		
TGPC-1	TGPC-1: Introduction to 403(b) & 457 Plan Administration, 2nd Ed.—PDF*	\$290	\$275		
TGPC-1	TGPC-1: Introduction to 403(b) & 457 Plan Administration, 2nd Ed.—Distributable PDF*†	\$2,200	\$2,200		
TGPC-2	TGPC-2: Advanced Concepts in 403(b) & 457 Plan Administration & Consulting, 6th Ed.—Print	\$315	\$290		
TGPC-2	TGPC-2: Advanced Concepts in 403(b) & 457 Plan Administration & Consulting, 6th Ed.—PDF*	\$290	\$275		
TGPC-2	TGPC-2: Advanced Concepts in 403(b) & 457 Plan Administration & Consulting, 6th Ed.—Distributable PDF*†	\$2,200	\$2,200		
A-4	A-4 Compendium of Readings: Advanced Actuarial Practice—PDF*	\$380	\$345		
ALL EXAMS	Elegant Ethical Solutions—PDF*	\$25	\$25		

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Regular Ground Rush 2nd Day Air

SUBTOTAL: \$ _____

SHIPPING & HANDLING: Use the shipping chart on page 4 and check off one option for shipping service above.

Shipments to a VA address, add 6% VA sales tax: _____

TOTAL AMOUNT DUE: \$ _____

CHOOSE METHOD OF PAYMENT

Check (made payable to **ASPPA Publications**; please allow 2-3 weeks for check processing.)

Visa Mastercard American Express Discover

Name as it appears on card: _____

Card No.: _____ Expiration Date: _____

Authorized Signature: _____

PROVIDE SHIPPING INFORMATION (Orders cannot be shipped to P.O. Boxes) *All fields are required.*

Name: _____ Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ Fax: _____ Date of order: _____

SUBMIT YOUR ORDER

• **ONLINE:** ASPPA Bookstore | ecommerce.asppa-net.org

• **BY MAIL:** ASPPA | PO Box 34725 | Alexandria, VA 22334-0725 | **Payment must be included (please allow 2-3 weeks for check processing)**

• **BY FAX:** ASPPA | 703.516.9308 | Fax all pages of the order form. | **Credit card information must be included.**

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Shipping Chart

Find subtotal below from Publications Order subtotal	Regular Ground Allow approximately 10-14 days upon receipt of order.	Ground Rush Allow approximately 5-7 days upon receipt of order (fax & mail have additional processing times).	Air Rush 2nd Day Allow two days upon receipt of order by 2:00 p.m. ET. If received after 2:00 p.m., allow three days. (Fax & mail have additional processing times).
\$120 or less	\$ 8.00	\$ 18.50	\$ 26.00
\$121 - \$225	\$12.00	\$ 22.00	\$ 29.00
\$226 - \$550	\$12.00	\$ 24.00	\$ 33.00
\$551 - \$650	\$16.00	\$ 28.00	\$ 42.00
\$651 - \$800	\$20.00	\$ 32.00	\$ 55.00
\$801 - \$1000	\$25.00	\$ 37.00	\$ 62.00
\$1001 - \$1300	\$30.00	\$ 42.00	\$ 80.00
\$1301 - \$1650	\$35.00	\$ 47.00	\$ 91.00
\$1651 - \$2000	\$40.00	\$ 52.00	\$103.00
\$2001 - \$2400	\$42.50	\$ 54.50	\$112.50
\$2401 - \$3000	\$45.00	\$ 57.00	\$137.00
\$3001+	\$75.00	\$100.00	\$150.00

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Additional Shipping Information

PDF publications will not be charged a shipping fee.

DELAYS

Orders with no recipient name, payment or zip code will be severely delayed.

SHIPPING TIME

Customers must allow two to three weeks for shipping unless the rush option is indicated on this order form. Rush orders are shipped 2nd day delivery, but in order to go out the same business day, orders must be placed **online** by 1:00 p.m. Eastern. If **online** rush orders are placed later than 1:00 p.m. Eastern, they will be shipped the following business day via 2nd day delivery. **Faxed and mailed order forms have additional processing time.** Overnight shipping is available for a total of two times Air Rush 2nd Day total. International shipping is available. Delivery time will depend on country of destination and courier service.

International Shipping:

International purchasers are **highly encouraged** to allow a **large amount of time for shipping as these shipments may take several weeks.** Shipping fee will be 20% of the order total.

RETURNS

Returns are not accepted for PDFs (marked with an asterisk(*)). Items not marked with an asterisk may be returned for a refund minus a 10% restocking fee within 30 days of purchase provided the condition is unused. Refunds are issued only after receipt of items in the ASPPA Publications office in Maryland and the condition of the item(s) has been confirmed. Shipping costs are not refunded.

For more information regarding returns, contact ASPPA Customer Care at customer care@asppa.org or call 703.516.9300.

Terms and Conditions

* PDFs marked with an asterisk are accessible via the **My Learning Activities** link in your ASPPA web account. These publications cannot be returned. **PDF publications will not be charged a shipping fee.**

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