

PUBLICATIONS ORDER FORM



SHIPPING INFORMATION

| | |
|----------------------------------|--|
| First Name _____ | Last Name _____ |
| Member ID# (if applicable) _____ | Institution's Name (if applicable) _____ |
| Shipping Address _____ | City/ State _____ Zip _____ |
| Email (required) _____ | Phone (required) _____ |

PUBLICATIONS (For every 10 of the same title purchased, you will receive 1 complimentary. To receive member pricing, a valid non-expired membership ID number must be provided)

| | QUANTITY | PRICE MEMBER/NON-MEMBER | TOTAL |
|--------------------------------------|---|-------------------------|-------|
| STERILE PROCESSING COURSE | Sterile Processing Technical Manual, 9th Edition | \$80/90 | |
| | Sterile Processing Technical Workbook, 9th Edition | \$55/60 | |
| | Sterile Processing Book Set, 9th Edition (1 Manual & 1 Workbook) | \$120/135 | |
| ENDOSCOPE REPROCESSING COURSE | Endoscope Reprocessing Manual, 2nd Edition | \$90/100 | |
| | Endoscope Reprocessing Workbook, 2nd Edition | \$67/75 | |
| | Endoscope Reprocessing Book Set, 2nd Edition (1 Manual & 1 Workbook) | \$144/160 | |
| INSTRUMENT SPECIALIST COURSE | Instrument Resource Manual, 1st Edition | \$120/135 | |
| | World of Surgical Instruments-The Definitive Inspection Textbook, 2nd Edition | \$135/150 | |
| HEALTHCARE LEADERSHIP COURSE | CS Healthcare Leadership Manual, 3rd Edition | \$126/140 | |
| | CS Healthcare Leadership Workbook, 3rd Edition | \$72/80 | |
| | CS Healthcare Leadership Book Set, 3rd Edition (1 Manual & 1 Workbook) | \$184/205 | |

SHIPPING & HANDLING FEES

| Merchandise Total | USA Ground | Canada Ground | Overseas Standard |
|-------------------|-----------------------|---------------|-------------------|
| \$0-\$15 | - | \$5 | \$25 |
| \$16-\$60 | \$7 | \$20 | \$60 |
| \$61-\$100 | \$15 | \$30 | \$70 |
| \$101-\$160 | \$20 | \$40 | \$90 |
| \$161-\$180 | \$25 | \$50 | \$110 |
| \$181-\$215 | \$30 | \$60 | \$130 |
| \$216-\$500 | \$35 | \$70 | \$150 |
| \$501-\$999 | \$60 | \$100 | \$300 |
| \$1,000-\$2,500+ | Please Call For Quote | | |

| | |
|---|----|
| SUBTOTAL Enter your order price total from the above list | \$ |
| ILLINOIS TAX If your order is shipping to an Illinois address, add 10.25% tax | \$ |
| SHIPPING Use the shipping table on the left to enter your fees | \$ |
| GRAND TOTAL | \$ |

TERMS & CONDITIONS

- All orders are processed within 2-3 business days. You will receive a shipment confirmation with tracking information once your order has been shipped.
- HSPA does not offer expedited shipping and cannot ship to P.O. Boxes.
- HSPA is not liable for products damaged or lost during shipping. All inquiries for damaged or lost products will be referred to the carrier to file claim. HSPA does not honor 3rd party shipping requests.
- Requests for refunds/returns must be received within 7 days of delivery date. Items must be returned in the original packaging, new/undamaged. All returned items will have a \$20 restocking fee deducted from the refund. Shipping costs will not be refunded.
- All customs or duty fees for Canada and overseas orders are the responsibility of the purchaser and are not included with merchandise charges.
- HSPA does not accept Purchase Orders. Prepayment is required.

BILLING INFORMATION HSPA does not accept credit card orders via fax. Acceptable payments are: Check, Money Order or Credit Cards (Visa, MasterCard, Discover, or American Express)

- My check, money order, or bank draft is enclosed, made payable to HSPA
- My credit card is to be charged, and I have supplied ALL requested information below:

| |
|--------------------|
| Customer PO Number |
|--------------------|

| | | |
|----------------------------------|-------------------------------|--------------------------------------|
| Credit Card Number _____ | Expiration Date _____ | CVV Number _____ |
| Printed Card Holder's Name _____ | Card Holder's Signature _____ | Date _____ Email (for receipt) _____ |

Email form to mailbox@myhspa.org or mail to HSPA, 55 W. Wacker Drive, Suite 501, Chicago, IL 60601