



# Publications Order Form

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*Order online at:***www.acgih.org/store***or by:***Phone: 513-742-2020****Fax: 513-742-3355****Email: customerservice@acgih.org****Mail: 1330 Kemper Meadow Dr.****Cincinnati, OH 45240****ACGIH® RETURN POLICY**

Publications are eligible for return within 30 days of delivery date. Publications returned for credit or refund to ACGIH® must be returned via insured carrier, and received in saleable condition. Proof of delivery date must accompany the return. Items that are returned more than 30 days after delivery, or are in unsaleable condition will be charged a restocking fee at the discretion of ACGIH®. Returns will not be accepted after 60 days from the delivery date. ACGIH® cannot exchange publications unless they are defective or damaged.

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Publication #	Title	Qty.	Price	Total

ACGIH® F.E.I. #31-1142148

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 (Please write in your membership # above if you are using the discounted price; if you are newly applying, write the words "Applied For" on line.)

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Ohio Residents ADD Applicable County Sales Tax

**— SHIPPING/HANDLING —**

	Orders ≤	S&H	Orders Between	S&H	Orders ≥	S&H
<b>U.S.</b>	\$110.55	\$9.95	\$110.56-\$666.64	9%	\$666.65	\$60
<b>Canadian</b>	\$55.28	\$9.95	\$55.29-\$333.32	18%	\$333.33	\$60
<b>Export</b>	\$52.37	\$9.95	\$52.38-\$315.78	19%	\$315.79	\$60

Rush Fee (\$20.00 per line item)

Expedited Fee (\$10.00 per publication)  
 (locations outside the U.S.)

**ENCLOSED TOTAL****SHIPPING INFORMATION**

All U.S. orders will be shipped via UPS ground service where available, unless you specify otherwise when placing the order. The street address must be included with your order. UPS does not deliver to a post office box. Overnight shipping services are available at additional cost. Delivery time is usually 7-10 business days after the order is placed. Some of our publications are not stocked in our warehouse and are shipped directly from the vendor; please allow extra time for them to be received at your location.

Rush service is available for U.S. shipments for an additional fee of \$20.00 for each order. Rush service guarantees that your purchase is shipped via UPS (Ground or Mail) from our office within 24 hours of receiving the order. The order must be received during normal business hours.

Orders for delivery outside the U.S. are shipped First Class Mail International or Priority Mail International based on weight and availability, unless otherwise requested. First Class Mail International can take up to 3 months. ACGIH® is not responsible for non-receipt of orders shipped by a service that does not provide a tracking service. Expedited service to locations outside the U.S. is available at an additional cost of \$10.00 per publication and upgrades your shipment to Priority Mail International. Priority Mail International service delivers within 6-10 days.

**IMPORTANT!**

*Remit all payments to: ACGIH®*  
**1330 Kemper Meadow Drive • Cincinnati, OH 45240**

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