

**HOW TO ORDER:**

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**E-MAIL**  
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2975 Lone Oak Dr  
Suite 180  
Eagan, MN 55121-1553

**PHONE**  
800-444-5006,  
option #2; or  
+1-651-905-2663  
Please have credit card and  
membership number ready to  
receive member discount.

**FAX**  
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**SHIPPING AND  
HANDLING SCHEDULE**  
(Rates based on FedEx  
ground shipment.)

**DOMESTIC**  
First program: \$20 each  
Additional programs: \$11 each  
(Orders in Alaska and Hawaii will be  
charged an additional \$12 per order.)

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www.shrm.org/learning/global

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Company Name Title

**Bill To:**

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Phone Number (Country Code) (City Code) (Area Code) Fax Number

E-mail (Required for notification of upcoming webcasts and product updates.)

**Method of Payment:**

Check enclosed (USD/U.S. Bank) for \$ \_\_\_\_\_  
(Make checks payable to SHRM)

P.O. Number (Attached)

I authorize SHRM to charge \$ \_\_\_\_\_ to my

VISA  MasterCard  American Express

Credit Card # Expiration Date Card Code (back of card by signature)

Signature Name As It Appears on Credit Card Bill

By ordering delivery of the SHRM Global Learning System, you agree to the following license terms:  
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**Member Number:** Please indicate your SHRM member number on this form to receive your member discount. You can find your member number on your membership card.

**Address:** Please provide a street address, not a PO Box. FedEx Ground can not deliver your merchandise to a PO Box.

**Phone Number:** It is necessary that we have your area code and phone number to contact you if we have any questions regarding your order.

**Important:** Your VIP Number | VIP

    

Fill in your VIP number as it appears above the name on the mailing label. (Record the number even if the label is addressed to another individual.)

Program	Nonmember Price	Member Price	Quantity	Total
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			Subtotal:	\$
Sales tax: Please add applicable local and state sales tax on orders shipped to AZ, CA, CO, DC, FL, GA, IL, KY, MA, MD, MN, MO, NC, NJ, NY, OH, OK, TX and VA.*				\$
			Shipping and Handling:	\$
<b>Total Due:</b>				\$

**Payment**

Orders should be accompanied by check (company or personal; make check payable to SHRM), money order or credit card number (VISA, MasterCard or American Express). Written purchase orders are accepted by mail or by fax. Please include SHRM Order Form with purchase orders.

**Shipping and Handling**

Please add the appropriate shipping costs for the products ordered. Refer to the Shipping and Handling Schedule to determine the correct amount. Typically, orders are shipped via FedEx ground unless specified otherwise. SHRM reserves the right to utilize alternate shippers when necessary. Orders outside the continental United States will be shipped via airfreight. Orders shipped via FedEx ground will normally arrive within 5-7 business days of processing the order.

**SHRM Pricing Policy**

Prices subject to change. Volume order discounts are available. For more information, contact SHRM Corporate Specialist Chris Olson at +1-651-905-2617 or [chris.olson@shrm.org](mailto:chris.olson@shrm.org).

**Return Policy**

Unused items may be returned for a full refund (less shipping and handling) within 30 days. No items will be accepted after 30 days or if they are not in a condition to be resold.

\* We reserve the right to adjust tax amount to reflect actual state/local tax rates.