Ordering Information and Order Form

TO PLACE AN ORDER:

(STORE HOURS ARE 8:30 A.M. TO 5:00 P.M. EST.)

- **ONLINE** at **www.fblaMarketPlace.com** with a credit card (Visa, Mastercard, AMEX, or Discover). Order forms may be downloaded from the Web site and mailed with a check or faxed with a purchase order and credit card information.
- **PURCHASE ORDER** must be faxed to 301.731.6101. All information may be included on the purchase order or a separate order form can be faxed along with it. We MUST have a copy of the actual purchase order. Schools will be invoiced after the order ships. Terms are net 30. Past due invoiced will be assessed a monthly service charge.
- **PHONE 866.325.2725 (866.FBLA-PBL)** using a credit card.
- **MAIL** your order form and payment (check or credit card information) to:

API
Attn: Market*Place*
4471 Nicole Drive
Lanham, MD 20706
(Checks must be made out to API.)

SHIPPING:

- Please provide a street address. Using a PO Box requires using the U.S. Mail. We will not be responsible for packages not received when sent via mail.
- Use the shipping chart to the right to determine your shipping costs. International orders will receive a shipping quote and the orders will be on hold until approval is received.
- Please allow 2 to 3 weeks for in stock items. Allow additional time for personalized or custom items.

RETURNS/EXCHANGES/DAMAGES/ADJUSTMENTS

- **CHECK YOUR ORDER UPON RECEIPT**
- A UPS call tag will be issued for defective products or for Market*Place* error. All other returns (exchanges or adjustments) are the responsibility of the customer. Always use a traceable method when returning goods. Include in the package a copy of your packing list with a note explaining how you would like us to handle your situation. Once we receive the package, we will process your request.
- **NO RETURNS OR REFUNDS AFTER 30 DAYS OF RECEIPT.**

ADDITIONAL INFORMATION:

- Prices in this catalog are effective through July 31, 2011. Items may be substituted with similar items or discontinued without notice.
- We reserve the right to increase prices without notice. The increases will be advertised and always up to date on-line in the FBLA Market*Place* store.
- We are flexible to meet your needs. Call FBLA-PBL Market*Place* for information on additional products, custom orders, or special pricing for large quantities.

TRADEMARK POLICY:

All local and state advertisers are responsible for protecting the use and image or FBLA-PBL, Inc. logo and trademarked items.
State and local FBLA-PBL chapters are permitted to use trademarked items without obtaining approval from FBLA-PBL, Inc. on items that are not sold.
Written approval must be obtained from FBLA-PBL, Inc. for any item that will be sold.
Commercial vendors must be commissioned by FBLA-PBL, Inc.
Contact FBLA-PBL, Inc. with any questions regarding the trademark policy or to obtain permission to use trademarked images. **COMMUNICATIONS@FBLA.ORG**

Select Payment Method:

- ❑ **Purchase order #** _____
- ❑ **Check/Money Order** _____
  (make checks payable to API)
- ❑ **Credit Card #** | | | | | | | | | | | | | | | | |
  Exp. Date _____
  Signature _____

Billing Address:
School _____
Name _____
Street Address _____
City _____
State _____ **Zip** _____
Daytime Phone # ( ) _____
Fax # ( ) _____
E-mail Address: _____

Shipping Address: (if different from Billing Address)
School _____
Name _____
Street Address _____
City _____
State _____ **Zip** _____
Daytime Phone # ( ) _____
Fax # ( ) _____
E-mail Address: _____

Item No.	Qty.	Description	Size (S, M, L, XL, 2X, 3X)	Item (Color or Finish)	Price Each	Total Price

Current Shipping Charges				
$00.01	to	$10.00	add	$8.95
$10.01	to	$25.00	add	$9.95
$25.01	to	$50.00	add	$10.95
$50.01	to	$100.00	add	$12.95
$100.01	to	$200.00	add	$18.95

for orders over $200.00:
$8.95+6% of order total

Total Merchandise	
Shipping & Handling	
Subtotal	
State Tax (MD, VA & DC only - All Others Exempt)	
TOTAL	