

Ordering Information

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SHIPPING AND HANDLING

Shipping and handling charges include shipping, handling, and insurance for your order. Unless otherwise specified, orders will be shipped via parcel service. Extra shipping charges may apply for extremely heavy items. International orders are shipped Duty and VAT collect.

SHIPPING TIME

Orders placed Monday–Friday before 6 p.m. EST will ship the same day (except holidays). All other orders will ship the next business day. Due to unexpected delays and shipping time, PAR recommends that you place orders at least 2 weeks prior to the time materials are needed.

TERMS AND PRICES

Individuals must prepay their orders with a personal or bank check, money order, or credit card.

Companies, institutions, or other business entities within the U.S., Canada, Puerto Rico, and the U.S. Virgin Islands should use a purchase order. Prior approval from PAR is necessary to establish the ability to use purchase orders. Purchase orders should specify net 30, F.O.B. Lutz, or F.O.B. Shipping Point. Prices in the catalog are subject to change without notice. Contact PAR for current prices or specify "Authorized to charge at current prices" on your purchase order. All orders must be paid in U.S. dollars. Orders from outside the U.S., Canada, Puerto Rico, and the U.S. Virgin Islands must be prepaid. Shipping and handling charges to Canada include the broker fees.

RETURN POLICY

All returns must be in resalable condition. Returns should be sent via traceable package service to PAR, Inc., 16130 N. Florida Ave., Lutz, FL 33549.

Print: PAR accepts the return of any item purchased. For full invoice credit (less any expedited shipping charges), please return the item, with your invoice, within 45 days of purchase. After 45 days, shipping and handling on the invoice will not be refunded. Returns after 1 year require prior authorization and are subject to a 20% restocking fee, except for bookstore returns, which require authorization after 6 months and are subject to a 20% restocking fee. PAR also reserves the right to assess a restocking charge for quantity item returns.

Desktop software: Returns must be made within 90 days. For full invoice credit, the product must be returned within 45 days of purchase. After 45 days, shipping and handling on the invoice will not be refunded.

Digital products: PAR cannot accept the return of e-manuals or digital stimulus books.

USING INFORMATION ABOUT YOU

PAR respects your privacy. The information you provide will never be rented or sold. PAR will use the contact information you provide for internal purposes, such as confirming and tracking your order; subscription or registration; analyzing preferences, trends, and statistics; and informing you of our new products, services, and offers. We also may disclose information to outside companies that help us bring you the products and services we offer. For example, we may work with an outside company to (a) manage our database of customer information, (b) assist us in distributing e-mails, (c) assist us with direct marketing and data collection, (d) provide storage and analysis, (e) provide fraud prevention, and (f) perform other services designed to assist us in maximizing our business potential. We require that these outside companies agree to keep confidential all information we share with them and to use the information only to perform duties specified in our agreements with them.

If you prefer not to have your information shared with these organizations, please contact us by telephone at 1.800.331.8378, by e-mail at custsup@parinc.com, or by written notice to PAR, Inc., 16204 N. Florida Ave., Lutz, FL 33549.

If you would like to opt out of PAR direct mail advertising, please send your complete name and address indicating your desire to opt out to PAR, Inc., 16204 N. Florida Ave., Lutz, FL 33549.

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Convenient Ways to Order

Please have your **Customer Number*** and credit card available when ordering.

- 1 Call toll-free 1.800.331.8378**
(U.S., Puerto Rico, U.S. Virgin Islands, and Canada)
All other locations: Dial your International Access Code followed by **813.449.4065**.
- 2 Fax toll-free 1.800.727.9329**
24 hours a day • 7 days a week
(U.S., Puerto Rico, U.S. Virgin Islands, and Canada)
All other locations: Dial your International Access Code followed by **813.961.2196**.
- 3 Mail your order**
PAR, Inc.
16204 N. Florida Ave.
Lutz, FL 33549
- 4 Secure online ordering**
www.parinc.com
24 hours a day • 7 days a week

Orders placed Monday–Friday by 6 p.m. EST will ship the same day (except holidays).

All other orders will ship on the next business day. You will be notified of any unexpected delay.

*Your Customer Number appears on the back of your catalog, on invoices, and on shipping lists (under "Bill To").

Mailing Address

Please send correspondence, completed qualification forms, order forms, and payments to:

PAR, Inc.
16204 N. Florida Avenue
Lutz, FL 33549

Business Hours

Monday–Friday 8 a.m.–6:30 p.m., EST

Order Form

1 Customer Information

New Customer Address correction Register for online ordering (e-mail provided below)

BILL TO:

Customer no. _____ Date _____
(Not required)
 Company/Institution _____
 Name Dr. Mr.
 Ms. Mrs.
 Address Home Office
 City _____ State/Province _____
 Zip/Postal code _____ Country _____
 Phone (____) _____
 Fax (____) _____
 E-mail address* _____

SHIP TO: (If different)

Residence Business
 Name Dr. Mr.
 Ms. Mrs. _____
 Company/Institution _____
 Street address (No P.O. Boxes) _____
 City _____
 State/Province _____
 Zip/Postal code _____ Country _____
 Phone (____) _____
 Tax exempt no. (if applicable) _____
(Provide copy of sales tax exemption)

*Tracking information will be provided via e-mail for U.S.A., Canada, and expedited international orders.

2 Choose Your Payment Method

- Charge: MasterCard® Visa®
 American Express® Discover®
 Diner's Club International®
 Check enclosed payable to PAR, Inc.
 Purchase Order enclosed
(For Customers from the U.S.A., Canada, Puerto Rico, and the U.S. Virgin Islands only!)

Card # (do not include hyphens) _____ Exp. date _____
 CVV _____ (3- or 4-digit number found on your credit card)

I accept responsibility for all shipping, handling, duty, and VAT charges for this order.

Name on card (if different than Customer) _____

Authorized signature (Required on all orders) **X** _____

3 Please Complete Item Information

Qty.	Item #	Description	Item Price	Total Price

Order subtotal \$

Florida residents, add applicable sales tax.
 Michigan residents, add 6% sales tax.

Canadian residents of Nova Scotia, add 15% for GST/HST. Canadian residents of Prince Edward Island, add 14% for HST. Canadian residents of Newfoundland, New Brunswick, and Ontario, add 13% for GST/HST. All other Canadian residents, add 5% for GST.

Enter **Shipping & Handling** rate from box at left. U.S. ground service is required on all U.S. orders.

PLUS extra charge for expedited U.S. service.
(Desired shipping method: _____)

Enter **Promotional Code** from special mailing (if applicable) and calculate.

Order total (USD) \$

4 Shipping and Handling Rates

United States						
Invoice subtotal	Ground <small>(Typically 5 business days or less)</small>		P L U S	Expedited Service <small>(Add amount to ground percentage)</small>		
	Software ONLY	All other orders		2-day air	Standard overnight	Priority overnight
	\$250 or less*	5%		10%	\$10	\$17
\$250.01-\$500.00	5%	8%	\$12	\$20	\$25	
\$500.01-\$1,000.00	5%	8%	\$15	\$30	\$40	
\$1,000.01-\$2,500.00	5%	8%	\$30	\$45	\$60	
\$2,500.01 or more	5%	6%	\$50	\$60	\$80	

* Minimum shipping & handling charge per order is \$8
 For Saturday delivery, call Customer Service at 1.800.331.8378

Canada, US Virgin Islands, Puerto Rico, Guam					
Invoice subtotal	Regular ¹		Expedited ²		
	Software ONLY	All other orders	Software ONLY	All other orders	
	\$2,500 or less	10%*	15%*	15%**	20%***
\$2,500.01 or more	10%	10%	15%	15%	

* Minimum shipping & handling charge per order is \$15
 ** Minimum shipping & handling charge per order is \$20
 *** Minimum shipping & handling charge per order is \$30
¹ Canada: 6-10 business days; all others: 7-14 business days
² Canada: 1-3 business days; all others: 3 business days
PAR assumes all brokerage fees on shipments to Canada.

Other International Destinations					
Invoice subtotal	Regular ¹		Expedited ²		
	Software ONLY	All other orders	Software ONLY	All other orders	
	\$2,500 or less	15%*	25%*	20%**	35%***
\$2,500.01 or more	15%	20%	15%	30%	

* Minimum shipping & handling charge per order is \$25
 ** Minimum shipping & handling charge per order is \$30
 *** Minimum shipping & handling charge per order is \$35
¹ 2-6 weeks
² 3-5 business days
Customers are responsible for all duties and taxes.

Thank you for your order!