

## Interview Guide (4<sup>th</sup> Edition) Order Form

1 Guide	\$15	50 Guides	\$600
	*IPMA-HR will provide a 20% discount for bulk orders over	50. 25% discount for orders over 300.	

If you order 500 or more guides, IPMA-HR can customize the guides for your organization—printing the name of the organization on the cover page.

Contact IPMA-HR's HR Center at (703) 549-7100 or <a href="mailto:hcorbin@ipma-hr.org">hcorbin@ipma-hr.org</a> for details.

Shipping Charge Schedule	
Order Amount Single Interview Guide Copies	Shipping Charge \$3.95
Multiple Copies Up to \$50 \$50.01 - \$100 \$100.01 - \$200 \$200.01 - \$300 \$300 +	\$6.00 \$7.00 \$9.00 \$12.00 4% of total order

Number Of Guides		Amount
	X \$15.00	
	Subtotal	
	Discount (if applicable)	
	Shipping Charges	
	Grand Total	

Please complete the following:					
FULL NAME		TITLE			
AGENCY		IPMA-HR MEMBER ID#			
MAILING ADDRESS	CITY		STATE	ZIP	
PHONE	FAX	EMAIL			

## All orders under \$100 must be pre-paid.

Please include a check for the total amount, or pay by Visa or MasterCard:

		Method of Payment	
Return this form:		TOTAL PAYMENT \$	
BY MAIL	BY FAX	CHECK ENCLOSED (PAYABLE TO IPMA-HR)	
IPMA-HR	(703) 684-0948	☐ VISA ☐ MASTERCAR	D
HR Center		CARD NUMBER	EXP DATE
1617 Duke St.	BY EMAIL		
Alexandria, VA 22314	hcorbin@ipma-hr.org	SIGNATURE	
		NAME AS PRINTED ON CARD	