

## LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>BRASS TACKS*</b> A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 5/04)	\$ 5.00		\$
<b>CAREER PROMOTION BROCHURE</b> Tri-fold brochure for use at schools and other career events. Describes why and how to become a legal secretary. Includes tear-off to request additional information.	N/C		
<b>CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET</b> A 26-page booklet designed to assist local associations in promoting the career of legal secretary. Includes handout materials and an outline for use at career and scholarship promotion events. (Rev. 2/98)	5.00		
<b>CCLS <i>CROSS THE BRIDGE TO SUCCESS</i> BROCHURE</b> Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 1/05)	N/C		
<b>CCLS MOCK EXAM 2004</b> Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
<b>CCLS PIN</b> A ½" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
<b>CCLS POP QUIZZES</b> Selections of brief questions, covering each section of the CCLS Exam, to assist individuals studying for the Exam or local associations conducting study courses. (Rev. 8/04)	20.00		
<b>CCLS STUDY KIT</b> Contains Study Guide, Orientation Manual, Mock Exam (see above), Gregg Reference Manual with Worksheets and Instructor's Resource Manual/Answer Keys.	80.00		
<b>GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM</b> An 18-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 9/01)	5.00		
<b>HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES*</b> A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/04)	5.00		
<b>HISTORY OF LEGAL SECRETARIES, INCORPORATED</b> A 50-page memory of people, places and events since 1929. (Rev. 2/02)	5.00		
<b>LAW OFFICE PROCEDURES MANUAL FLYER</b> An 8 ½" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES</b> To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 8/03)	4.00		
ADOPTIONS CHAPTER (Rev. 4/04)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 4/04)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 8/03)	7.00		
CORPORATIONS CHAPTER (Rev. 1/01)	7.00		
COURT STRUCTURE CHAPTER (Rev. 8/03)	7.00		
CRIMINAL LAW CHAPTER (Rev. 8/03)	7.00		
DISCOVERY CHAPTER (Rev. 8/03)	7.00		
FAMILY LAW CHAPTER (Rev. 4/04)	7.00		
PROBATE CHAPTER (Rev. 4/04)	7.00		
REAL ESTATE CHAPTER (Rev. 8/03)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 4/04)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 1/01)	7.00		
MISCELLANEOUS CHAPTER (Rev. 8/03)	7.00		
<b>LEGAL SECRETARY'S REFERENCE GUIDE</b> A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 2005)	30.00		
<b>TOTAL THIS PAGE</b>			<b>\$</b>

\*Item available to LSI members only.

(Prices effective 8/20/05)

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<b>LSI BYLAWS AND STANDING RULES*</b> As currently adopted by the LSI Governors.	\$ 5.00		\$
<b>LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER</b> An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LSI LEGAL SPECIALIZATION SECTIONS BROCHURE</b> Lists Sections offered and reasons for joining. Includes Section Membership Application.	N/C		
<b>LSI MEMBERSHIP BROCHURE</b> Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application. (Rev. 3/01)	N/C		
<b>LSI MEMBERSHIP PIN*</b> A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3.00		
<b>LSI ROSTER*</b> Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
<b>MEMBERSHIP APPLICATION FORM*</b> An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information. (Rev. 8/04) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
<b>NEW MEMBER PACKET*</b> A "Welcome" folder with pockets containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
<b>PRESIDENT'S PENDANT*</b> A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7.00		
<b>PRESIDENT'S PIN*</b> Same as pendant (see above), but with pin on back.	7.00		
<b>WAYS AND MEANS INFORMATION BOOKLET</b> A 15-page guide to sponsoring successful fund-raising events. (Rev. 5/94)	5.00		
<b>TOTAL THIS PAGE</b>			\$
<b>TOTAL PREVIOUS PAGE +</b>			\$
<b>TOTAL ORDER =</b>			\$
<b>CALIFORNIA SALES TAX (8.25% OF TOTAL ORDER) +</b>			\$
<b>MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +</b>			\$
<b>TOTAL AMOUNT ENCLOSED =</b>			\$

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. MAIL COMPLETED ORDER FORM, WITH CHECK PAYABLE TO "LSI" FOR TOTAL AMOUNT, TO: LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, 12842 HORTENSE STREET, STUDIO CITY, CA 91604-1123. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

**DELIVER TO:** NAME \_\_\_\_\_ ASSOCIATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

Wagstaff\LSI\Order Form-Product List\Order Form 082005

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