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: MarketPlace
4471 Nicole Drive
Lanham, MD 20706

(Checks must be made payable to API.)

SHIPPING:

- Please provide a street address. If a P.O. Box is provided order will ship via U.S. 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 return. Once we receive the package, we will process your request.
- NO RETURNS OR REFUNDS AFTER 30 DAYS OF RECEIPT OF ORDER.

ADDITIONAL INFORMATION:

- Prices in this catalog are effective through July 31, 2012. 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 MarketPlace 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**

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