HRDQ
827 Lincoln Ave. Suite B-10
West Chester, PA, US 19380
800-633-4533 ▫ HRDQstore.com

4 CONVENIENT WAYS TO ORDER

1. Online HRDQstore.com — 24 hours a day, 7 days a week
2. Call toll-free 800-633-4533 or 610-279-2002 — Weekdays 9:00am–5:00pm (ET)
3. Fax 610-279-0524 — 24 hours a day, 7 days a week
4. Mail to the address shown at left

FedEx RUSH DELIVERY AVAILABLE

Call before 4:00pm (ET)

CUSTOMER INFORMATION

Catalog Code # _____ ← This information is found to the left of your mailing address on the back of your catalog

Billing Address: (If different from shipping address)	Shipping Address: (Street address required) Change of address? ▫
Name	Name
Title	Title
Organization	Organization
Street address	Street address
City/State/Zip	City/State/Zip
Phone Fax	Phone Fax
E-mail	E-mail

ORDER INFORMATION

Item Description	Quantity	Unit Price	Total

PAYMENT INFORMATION

▫ VISA ▫ MasterCard ▫ DISCOVER ▫ Diners Club International ▫ AMERICAN EXPRESS

Card Security Code _____

Account Number _____ Exp. Date _____

Name (as it appears on credit card) _____

▫ Check payable to HRDQ (Enclose with order form. US funds only.)

Subtotal _____

Shipping & Handling, please call. _____

Additional charge for Air Service. Please call. (2-day service required for AK, HI) _____

PA residents add 6% sales tax _____

TOTAL ORDER (Payable in US funds only) _____

HRDQ Taxpayer ID #23-2039609

Risk-Free Guarantee. If you are not 100% satisfied with your order, you may return items in resalable condition within 30 days for a credit/refund (based on original payment method less packing/shipping).

Returns. A 15% re-stocking fee will be charged for all returns accepted after 30 days. Packing/shipping fees are not refundable. Not all online or digital resources are returnable. Please call for details.

Shipping & Delivery. Turnaround time is typically one business day. Our standard shipping method is FedEx® Ground Service. FedEx® Air and Priority Overnight services are also available. Shipping is based upon actual weight and destination. Call for rates and availability.

Payment Terms. We accept Visa, MasterCard, American Express, Diners Club, and Discover. Orders $1,000 or more may be invoiced with an accompanying Purchase Order and are subject to credit approval. Payment terms are Net 30 days from date of invoice. Checks should be made payable to HRDQ and sent to the address above. Orders are shipped when the Purchase Order has been received by fax or email. Invoices open beyond 30 days are subject to a 1.5% finance charge and/or collection fees. Invoices subsequently paid by credit card will be charged a 3.5% surcharge. HRDQ reserves the right to withhold a new shipment when accounts remain overdue.

International Orders. Most international orders are shipped via FedEx® Air from Pennsylvania, USA. Pricing is based on U.S. funds only. Payment by credit card or wire transfer is required. Free shipping or discounted shipping promotions are not applicable to international orders. Additional taxes, tariffs, or shipping/handling expenses are the responsibility of the customer.

QUANTITY DISCOUNTS

Titles may not be combined to achieve quantity discount. Please round to the nearest penny.

PRINT & ONLINE ASSESSMENTS

Quantity	Discount
50 - 99	3%
100 - 149	5%
150 - 299	7.5%
300 - 599	10%
600 +	15%