







ORDERING INFORMATION

TO PLACE YOUR ORDER:

-  Call: 1-800-671-NCCV (6228) or 1-773-955-5453
-  Fax: 1-773-363-5530, 24/7
-  E-mail: info@nccv-vocations.org, 24/7
-  Mail: 5401 S. Cornell Avenue, Suite 205, Chicago, IL 60615-5664
-  Online: NCCV Online – www.nccv-vocations.org, a secure web site, 24/7
-  Hours: 8:30 A.M.– 4 P.M. CST
8:30 A.M.– 2:30 P.M. *Fridays, July and August*

PAYMENT OPTIONS:

- **U.S. funds only. Drawn on a U.S. Bank.**
- Credit card.
- Check payable to NCCV. Shipping charges will be invoiced. Payable within 30 days.
- Order now, we'll bill you later.
- International orders CREDIT CARD preferred method of payment.
- Prices subject to change without notice.
- TERMS: 8 percent per month added to unpaid invoices after 30 days.
- Fee of \$35 for checks returned for non-payment, credit cards denied or non-U.S. fund payment.

SHIPPING AND HANDLING CHARGES

Shipping:

- Actual shipping charges are added to all orders.
- Orders usually ship in 3-5 business days.
- Orders ordinarily ship UPS or U.S. mail.

Handling:

- Orders less than \$20 \$2
- Orders \$20–\$74 \$3
- Orders \$75–\$174 \$4
- Orders \$175+ \$6
- For rush service + \$6
- Orders outside U.S. + \$8 (custom fees are customer's responsibility)

RETURN POLICY:

NCCV will receive for credit (except shipping and handling) all merchandise returned in saleable condition within 15 days of date of invoice.

CUSTOM PRINTING:

- Available upon request.
- Quantities of 1,000+
- Add \$8/100 to regular price.