



# ERISA Outline Book (EOB) 2024 Order Form

**Ensure you have the most relevant ERISA resource available on the market!** To prevent delays in order processing, please follow all five steps below when submitting this order.

## 1. CHOOSE PRODUCT

All online subscriptions are for 12 full months of online access and are non-refundable after access has been provided. *See terms and conditions below for more information.*

Format	Item No.	Price	Quantity	Total
2024 Print Edition	EB-1024	\$950		
12-month online edition subscription (single-user license)	EB-3000	\$910		
12-month online edition subscription (5-user license)	EB-5100	\$2,170		
12-month online edition subscription (10-user license)	EB-6010	\$4,110		
12-month online edition subscription (50-user license)	EB-6050	\$8,200		
12-month online edition subscription (unlimited users)	EB-7000	\$21,550		

## 2. SHIPPING (print only)

For print edition EB-1024, add shipping for each book ordered.

Type	Price	Quantity	Total
Regular Ground (10-14 days after book is available)	\$50		
Ground Rush (5-7 days after book is available)	\$75		
Air Rush 2 <sup>nd</sup> Day (2 days after book is available)	\$250		

Subtotal: \$ \_\_\_\_\_

Order from a VA address, add 6% VA sales tax: \$ \_\_\_\_\_

**Total Amount Due:** \$ \_\_\_\_\_

## 3. METHOD OF PAYMENT

Check made payable to **ASPPA Publications**. Please allow 2-3 weeks for check processing.

Visa     Mastercard     American Express     Discover

Name on the card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



#### 4. RECIPIENT INFORMATION (for print and online access)

*Please note:* Print orders cannot be shipped to P.O. boxes, all fields are required, and ensure you include Suite No. if applicable.

Recipient's Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date of Order: \_\_\_\_\_

Recipient's email: \_\_\_\_\_

Purchaser's Email (*if different from the above*): \_\_\_\_\_

#### 5. SUBMIT YOUR ORDER

Choose only one option from below.

- **Mail:** ASPPA | P.O. Box 34725 | Alexandria, VA 22334-0725 | *payment must be included*
- **Fax:** ASPPA | 703.516.9308 | *fax all pages of this form including the credit card information*
- **Email:** [AccountsReceivable@USARetirement.org](mailto:AccountsReceivable@USARetirement.org)

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### TERMS AND CONDITIONS

**Single User subscription terms:** Each online edition single user subscriber is issued a unique login for one person only. Single-user licenses are not valid for more than one person. Sharing a single user license with anyone other than the main user is a breach of the Agreement Terms. Single-user licenses are not transferable without written permission from the original named user.

**Multiple User subscription terms:** All EOB Online Subscriptions are valid for 365 days from purchase date. The 5, 10, and 50-user licenses are assigned to specific individuals at your company. Multiple user licenses are not valid for more than one person. Sharing a multiple user license with anyone other than the assigned user is a breach of the Agreement Terms. After completing your purchase, you will be contacted to provide this list of users as well as an administrator contact at your company. The administrator contact is responsible for providing the initial list of users. They will also have access to the ERISA Outline Book system and are responsible for the revocation of access for any current users. If the administrator contact also needs access to the ERISA Outline Book content, they should be included on the list of users to be assigned one of the available licenses. Revoked licenses will remain inactive/unassigned for the remainder of the 365-day subscription. Requests to transfer blocked licenses will be handled on a per-request basis and are subject to a \$150 processing fee. The administrator contact will ensure all named users have ASPPA accounts. New users should create their account by visiting [asppa-net.org](http://asppa-net.org).



**SHIPPING (print edition EB-1024 only)**

Customers must allow two to three weeks for shipping unless rush options are indicated on this order form. Air Rush 2nd Day orders are shipped 2nd day delivery. Overnight shipping is available for a total of two times Air Rush 2nd Day total. International shipping is available. Delivery time will depend on the country of destination and courier service. The shipping fee will be 20% of the order total.

**RETURNS**

Online editions are non-refundable once online access has been granted. The print editions (EB-1024) may be returned for a refund minus a 10% restocking fee within 30 days of purchase provided the condition is unused; customer pays shipping on returns unless product is defective. Refunds are issued only after receipt of items in the ASPPA office, and the condition of the item(s) has been confirmed. Shipping costs are not refunded.

**QUESTIONS?** Contact ASPPA Customer Care at [CustomerCare@ASPPA-net.org](mailto:CustomerCare@ASPPA-net.org)



**ASPPA**

American Society of  
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