





# Ordering Information


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## AAMI MEMBERSHIP

Join AAMI and save on your order. Contact our Membership Department at 800-332-2264, ext. 1214 or [membership@aami.org](mailto:membership@aami.org).

## FEDERAL TAX ID

AAMI's Federal Tax Id #: 27-4379277

## SHIPPING FEES

Do not add shipping fees to the following products/services:

- Individual PDFs
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## CHARGE MY UPS OR FEDEX ACCOUNT

We can use your UPS or FedEx account to ship your order. Rush Fee applies to all 2nd Day and Next Day deliveries.

## DELIVERY—DOMESTIC

Orders will be shipped by common carriers unless otherwise specified by purchaser. All orders are subject to credit review.

Expected delivery times are as follows:

- Ground—7 to 10 business days
- 2nd Day—2 to 3 business days
- Next Day—1 to 2 business days

For 2nd and Next Day delivery options, please place orders before 2 pm ET.

## DELIVERY—INTERNATIONAL

All orders shipped to an international address will be sent by common international carriers. Domestic Services (Ground, 2nd Day, Next Day) do not apply. **Please order online or call for the shipping and handling fee.**

## TAX-EXEMPT INSTITUTIONS

If you are a Virginia tax-exempt institution, please include your tax-exemption number with your order.

## VOLUME DISCOUNT

Volume discounts are available on all AAMI publications. Discount does not apply to subscription items. Volume discounts are as follows:

11–25 copies	10% discount
26–50 copies	20% discount
51–100 copies	25% discount
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201–300	35% discount

## PRICING

All prices are in U.S. dollars and subject to change without notice.

## METHODS OF PAYMENT

AAMI accepts:

- American Express
- Check/Money Order
- MasterCard / VISA
- Purchase Order

## PURCHASE ORDER

AAMI's purchase order requirements are:

- Purchase orders are accepted only via fax, mail, or e-mail of the scanned PO.
- A catalog order form must accompany all purchase orders.
- Purchase orders must clearly include:
  - Bill to address
  - Ship to address
  - Name and address of recipient
  - AAMI Member ID# (required for member discount items)
  - Purchase order number
  - Product code and quantity ordered
  - Shipping costs
- There are further requirements for large orders or anything shipping outside the U.S. ordered via a purchase order.

## RETURN POLICY

Any print publication listed in this catalog may be returned within 30 days of receipt for a refund or exchange. Once delivered, digital products are not eligible for a refund. Shipping fees are not refundable. Please insure your return package against loss in transit. Items must be returned along with our invoice and letter of explanation to:

AAMI Publications—Return  
P.O. Box 0211  
Annapolis Junction, MD 20701-0211

## QUESTIONS?

To inquire about:

- Tracking an order
- Submitting a wire transfer payment
- Obtaining a price quotation

Call AAMI Customer Service at 877-249-8226 or 240-646-7031 Monday–Friday from 8:30 am to 5 pm ET. Or, send us an e-mail at: [customerservice@aami.org](mailto:customerservice@aami.org).