

2020 SHRM Essentials of Human Resources ORDER FORM

HOW TO ORDER

Online:

shrm.org/essentials/2020

Mail:

SHRM Distribution Center
2975 Lone Oak Drive, Suite 180
Eagan, MN 55121-1553

E-mail:

SHRMEssentials@shrm.org

Fax:

+1.651.905.2669

Phone:

800.444.5006, option #6, then option #2
+1.651.905.2663

SHIPPING & HANDLING SCHEDULE

(Rate based on FedEx ground shipment.)

United States

First program \$20 each
Each add'l program \$6 each

(Orders in Alaska and Hawaii will be charged an additional \$12 per order.)

Outside the U.S.

Please contact us for non-U.S. shipping rates or order online at shrm.org/essentials/2020.

SHIP TO:

Last Name First Name M.I.

Street Address City State/Province

Country ZIP/Postal Code Phone Number (Country Code) (City Code) (Area Code)

E-mail (Required for web access and notification of upcoming webcasts and product updates)

SHRM Member Email (E-mail address associated with your SHRM membership. This also allows us to verify your membership)

Company Name Title

BILL TO:

Street Address

City State/Province Country ZIP/Postal Code

METHOD OF PAYMENT:

Check enclosed (U.S.\$/U.S. bank) for \$_____ (Make checks payable to SHRM) P.O. number (attached)
I authorize SHRM to charge \$_____ to my VISA MasterCard American Express

Credit Card # Card Code (back of card by signature) Expiration Date

Signature Name as it appears on credit card bill

LEARNING OPTION	NONMEMBER PRICE	MEMBER PRICE	QUANTITY	TOTAL
Self-Study Program: Visit shrm.org/essentials/self	\$460	\$385		\$
Join SHRM Now! Includes a one-year membership at a special rate of \$209. Offer valid for new SHRM members only.		\$209		\$
SHRM Program (in-person or virtual options): Contact SHRM at 800.283.7476 or +1.703.548.3440, option #3, or visit shrm.org/educationprogram/essentials .				
SHRM Education Partner Programs: Contact the location nearest you for registration information at shrm.org/essentials/partners .				
Onsite Training & Development: Training led by SHRM, call +1.703.535.6496, or visit shrm.org/essentials/orgtraining . Training led by your own instructor, call +1.651.905.2617, or e-mail Colin.Moylan@shrm.org .				
Sales tax: Please add applicable local and state sales tax on orders shipped to AZ, CA, CO, DC, FL, GA, IA, IL, IN, KY, MA, MD, MI, MN, MO, NC, NE, NJ, NV, NY, OH, OK, PA, SC, TN, TX, VA, WA and WI.*				\$
Shipping and handling				\$
Total Due				\$

Important: Your VIP Number

Fill in your VIP number as it appears on the mailing label. (Record the number even if the label is addressed to another individual.)

ORDER FORM REQUIREMENTS

Address: Please provide a street address, not a P.O. Box. FedEx will not deliver your merchandise to a P.O. Box.

Phone Number: It is necessary that we have your area code and phone number to contact you if we have any questions regarding your order.

E-mail: Your e-mail address is required to provide information about product updates.

Payment: Orders should be accompanied by check (company or personal; make check payable to SHRM), money order or credit card number (VISA, MasterCard or American Express). Written purchase orders are accepted by mail or by fax. Please include SHRM order form with purchase orders.

Shipping and Handling: Please add the appropriate shipping costs for the products ordered. Refer to the shipping schedule to determine the correct amount. Typically, orders are shipped via FedEx ground unless specified otherwise. SHRM reserves the right to use alternate shippers when

necessary. Orders outside the continental United States will be shipped via airfreight. Orders shipped via FedEx ground will normally arrive within five to seven business days of processing the order.

SHRM Pricing Policy: Prices subject to change. Multiple order discounts are available. For more information, contact Colin Moylan at +1.651.905.2617 or Colin.Moylan@shrm.org.

Return Policy: Unused items may be returned for a full refund (less shipping and handling) within 30 days. No items will be accepted after 30 days or if they are not in a condition to be resold.

*We reserve the right to adjust tax amount to reflect actual state/local tax rates. If you are unsure of your appropriate sales tax, please call us at 800.444.5006, option 6, then option 2 or order online at shrm.org/essentials/2020.

Please note: SHRM Membership is not active until full payment has been received.