

DISTRICT 11NR MATERIALS STORE ORDERING INSTRUCTIONS

The District Store's current inventory is listed on the most recent Item List, which shows the item number, a description of the item and relevant attributes, such as size or color, and unit price. To place an order, please fill out an order form listing each item number, what it is, how many you want, the unit price and the price for the number of that item you are ordering. It may seem redundant, but asking for all this information helps catch inadvertent errors.

PLEASE NOTE: Manuals and other educational materials are ordered separately.

FOR ORDERING EDUCATIONAL MATERIALS CONTACT:

RON GOMEZ, ADSO-MA
1572 Balein Ct.
Hayward, CA 94544

Shipping and Handling Charges are based on total order value, like many on-line vendors. Total your order and then compute these charges, based on your price, from the following scale:

ORDER VALUE	SHIPPING & HANDLING
\$0.01 to \$35.00.....	\$5.00
\$35.01 to \$100.00.....	\$7.50
\$100.00 to \$150.00.....	\$10.00
\$150.00 to \$250.00.....	\$15.00
OVER \$250.00.....	\$20.00

Add the Shipping and Handling Charges to your item price and enclose your check or money order in that amount payable to: USCGAUX DISTRICT 11 NR (Remember to include the shipping & handling charges).

Be sure to include shipping instructions on your order form.

Mail the check/money order and completed order form to:

District 11NR Materials Store
173 Toni Ct.
Vallejo, CA 94591
Attn: Al Christle

Returned check charge: If your check is returned for insufficient funds, or NSF, (including closed accounts) you will be subject to a \$25 service charge in addition to the amount of the check. In accordance with California law, failure to pay these amounts in a timely manner may subject you to further statutory penalties.

Merchandise return policy: Original receipts or other proof of purchase must accompany all store returns. All returned merchandise must be unused and in the condition it was when you purchased it. Merchandise may be returned for a full refund (less shipping and handling) within 45 days from the date of purchase. If we ship the wrong item, or the right item but it is defective or is damaged in shipping, we will replace it (so long as it is still available). If you just want to return an otherwise acceptable item, we will provide a full cash refund. However, to help keep our bargain prices low, we have to ask you to pay all shipping costs in any case.

