



ASA Products and Publications Order Form

Four ways to order:

1. Mail: 277 S. Washington St., Ste. 200, Alexandria, VA 22314-3675
2. Fax: 703-253-2053
3. Phone: 703-253-2020
4. Online: americanstaffing.net/order (Visit americanstaffing.net/asapro to register for online education courses or to purchase the learning guide.)

Please send me the following	ASA Member Price	Nonmember Price	Quantity	Amount
CERTIFICATION MATERIALS				
Complete CSP™ exam package (includes books, workbooks, practice exam, and exam)	\$349.00	\$698.00		
Complete TSC™ exam package (includes books, workbooks, practice exam, and exam)	\$389.00	\$778.00		
Federal employment law workbook	\$24.95	\$49.90		
State employment law workbook	\$24.95	\$49.90		
CSP online practice exam	\$24.95	\$49.90		
TSC online practice exam	\$29.95	\$59.90		
CSP online exam only	\$149.00	\$298.00		
TSC online exam only	\$189.00	\$378.00		
State-specific online exam only	\$29.95	\$59.90		
CSP online exam for returning candidates	\$119.00	\$238.00		
TSC online exam for returning candidates	\$152.00	\$304.00		
Specify state for certification materials:				
PUBLICATIONS AND VIDEOS				
<i>Co-Employment: Employer Liability Issues in Third-Party Staffing Arrangements</i>	\$49.95	\$99.90		
<i>Employment Law for Staffing Professionals</i>	\$125.00	\$250.00		
<i>Who: The A Method for Hiring</i>	\$15.95	\$31.90		
"Workplace Harassment" video—select format: <input type="checkbox"/> DVD <input type="checkbox"/> VHS	\$94.95	\$189.90		
<i>Staffing Law</i> annual subscription	\$0.00	\$295.00		
MARKETING TOOLS				
"Why Staffing?" standard brochure (package of 100)	\$39.00	N/A		
CSP lapel pin	\$9.95	\$19.90		
CSP certificate frames—select finish: <input type="checkbox"/> Gold metal <input type="checkbox"/> Cherry wood	\$39.95	\$79.90		
TSC lapel pin	\$9.95	\$19.90		
TSC travel mug	\$14.95	\$29.90		
TSC certificate frames—select finish: <input type="checkbox"/> Gold metal <input type="checkbox"/> Cherry wood	\$39.95	\$79.90		
REPORTS				
Sector Benchmarking Survey report (delivered via e-mail) <i>(no processing fee for ASA member participant)</i>				
Participant	\$0.00	\$500.00		
Nonparticipant	\$250.00	\$1,000.00		
Staffing Industry Compensation Survey report (delivered via e-mail)				
Module A: Sales, recruiting, and customer service				
Participant	\$247.00	\$494.00		
Nonparticipant	\$495.00	\$990.00		
Module B: Managers				
Participant	\$397.00	\$794.00		
Nonparticipant	\$795.00	\$1,590.00		
Module C: Directors and vice presidents				
Participant	\$647.00	\$1,294.00		
Nonparticipant	\$1,295.00	\$2,590.00		
Set of all modules (A, B, and C)				
Participant	\$1,247.00	\$2,494.00		
Nonparticipant	\$2,495.00	\$4,990.00		



Subtotal _____

Processing fee for benchmarking and compensation survey reports and online certification exams (\$8 per order) _____

Processing fee _____

Shipments to Virginia: Add 5% sales tax _____

Sales tax _____

Shipping and handling fee (see reverse) _____

TOTAL _____

Complete both pages of order form.

SHIPPING AND HANDLING

Orders will normally be processed within two business days. Shipments to locations within the continental U.S. are sent via ground service for delivery within three to seven business days from the date of order. For rush orders, expedited shipping, and shipments outside of the continental U.S., additional charges apply. For details, call ASA at 703-253-2020—by 12 noon Eastern time for next-day delivery. Sector benchmarking and compensation survey reports and online certification exams are delivered via e-mail, so a processing fee of \$8 per order applies in lieu of waived shipping and handling fees.

Order Subtotals	Shipping and Handling Fees
\$0-\$100	\$8
\$101-\$300	\$10
\$301-\$1,000	4.5% of subtotal
\$1,001-\$2,500	2% of subtotal
Over \$2,500	Contact ASA at 703-253-2020 or orders@americanstaffing.net

For internal PC use: WWW

ORDERING AND SHIPPING CONTACT INFORMATION

Name _____

Job title _____

Company name _____

Street address _____

City, state, ZIP Code _____

Phone _____ Fax _____

E-mail _____

PAYMENT INFORMATION (All sales are final.)

- Check enclosed (payable to American Staffing Association in U.S. dollars drawn on a U.S. bank)
- American Express MasterCard Visa

Card number _____ Exp. date _____

Name on card _____ Signature _____

ASA believes your right to privacy is important. Any credit card information furnished to buy ASA products or services will be used only as necessary to process payment and will not be shared with any other party except as may be required by law.

ORDER INFORMATION

Customizations

Optional customization for the “Workplace Harassment” video is available at additional cost. For details, contact ASA at 703-253-2020.

Certification Purchases

To be eligible to receive the Certified Staffing Professional™ or Technical Services Certified™ designation, a candidate must agree to uphold the ASA Code of Ethics and Good Practices.

I have read the above qualification. By submitting this form to ASA I hereby affirm, on behalf of myself and any other candidates for whom I am purchasing course materials, that I/we meet the aforementioned qualification.

Signature _____ Date _____

Your log-in and password for the online exams will be sent to you within five business days from the date of your order. Full packages are sent via postal mail.

If you are purchasing materials for other candidates, please provide names, job titles and e-mail addresses below so that ASA can send log-in information for the online exam.

Name _____ Job title _____ E-mail _____

Name _____ Job title _____ E-mail _____

Name _____ Job title _____ E-mail _____