

## 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, description, how many you desire, 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 prevent inadvertent errors. **ORDERS CANNOT BE PROCESSED WITHOUT A VALID MEMBER NUMBER.**

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

FOR ORDERING EDUCATIONAL MATERIALS CONTACT:

Steve Johnson, ADSO-MA

PO BOX 1906

Benicia, CA 94510

[smjsk35@comcast.net](mailto:smjsk35@comcast.net)

FAX: 707-747-1134

Shipping and Handling Charges are based on total order value or actual cost due to weight and/or volume. Total your order and then compute the shipping charges based on your total 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 total and enclose your check or money order in that amount payable to: USCGAUX DISTRICT 11 NR or pay by credit card and fax order to: 415-520-5545.

**Be sure to include shipping instructions on your order form and include the 3-digit CVC number on the back side of the credit card.**

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

District 11NR Materials Store

2342 Shattuck Ave #272

Berkeley, CA 94704

Attn: Dave Talton

**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 refund. However, to help keep our bargain prices low, we have to ask you to pay all shipping costs in any case.

