



## Contract Documents Order Form

Fax orders to (559) 227-1463

Or mail with payment to:

P.O. Box 1071

Fresno, CA 93714

(800) 549-6740 [info@aiaj.org](mailto:info@aiaj.org)

### Order information

Documents Requested (See Contract Documents Listing):

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\$ \_\_\_\_\_ Subtotal (Minimum \$5.00)

\$( \_\_\_\_\_ ) - AIA San Joaquin Member Discount (25%)

\$ \_\_\_\_\_ Sales Tax: 7.975%

\$ \_\_\_\_\_ **TOTAL** (A Shipping/Handling fee will be included if docs to be shipped)

Check enclosed

Credit Card Info Below

### Billing/Shipping Information

**BILL TO:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Attn

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Contact Email & Phone

**SHIP TO:**

Same as billing

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Attn

\_\_\_\_\_  
Street (No P.O. Boxes)

\_\_\_\_\_  
City, State Zip

### Credit Cards

AMEX / VISA / MC

Card # \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Billing information should reflect card's name and address  
Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
I hereby authorize AIA San Joaquin to charge my credit card for the total amount due.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### AIA SAN JOAQUIN DOCUMENT SALES POLICY

AIA San Joaquin follows AIA's suggested pricing. To obtain AIA Documents at the stated prices, payment information MUST ACCOMPANY ALL ORDERS. **Payment due upon receipt.** A minimum order of \$5.00 worth of documents is required, exclusive of sales tax and shipping charge. All documents will be shipped regular mail. **PLEASE, NO POST OFFICE BOX NUMBERS.** Documents may be purchased over the counter at the AIA San Joaquin Office (4747 N First St., Ste 140, Fresno) between the hours of 8:00 am and 4:30 pm, Monday through Friday.