

**Procedure and Policies for ordering AWS publications**  
**Using the 40% Section Discount**

AWS Sections are entitled to receive a discount on AWS produced publications. It is recommended that the proceeds then be used toward the Section's scholarship fund. The Section discount is 40% off the publication's list price.

**In addition to the procedure below for ordering publications using the Section discount, all Section Officers, especially those tasked with the resale of publications by your Section, should be made aware of, and understand, the attached AWS Board approved policies.**

In order for Sections to receive the 40% discount, orders must be submitted in writing to the Program Manager, Section and Student Chapter Services. The orders may be faxed or emailed and must include the following information:

- Section name
- Bill to address
  1. Section Treasurer's name
  2. Company name (if applicable)
  3. street, city, state, zip code or country and postal code
  4. telephone number
  5. fax number
  6. email address

NOTE: The bill to address will always be the Section Treasurer
- Ship to address and phone number (if different than bill to address)  
**No PO Box numbers**
- Document code(s) and quantity

Note: Document codes, pricing, and shipping and handling costs must be obtained from the AWS Bookstore  
Phone: 800-443-9353 x 280  
Website: [www.awspubs.com](http://www.awspubs.com)
- Payment method, i.e. PO#, credit card

Note: The AWS Bookstore will extend credit to Sections for up to \$1,000 without a PO#. For orders that are not pre-paid that are over \$1,000, the Bookstore will require a PO# or, in lieu of a formal PO, they will accept a letter on Section letterhead.

Your orders must first be faxed (305) 443-5647 or emailed to [eandino@aws.org](mailto:eandino@aws.org). Orders will then be forwarded to the Bookstore for processing. If you have any questions, please feel free to contact Evelyn Andino at 800-443-9353 x 258 or [eandino@aws.org](mailto:eandino@aws.org).