

# Beacon Health Web Order Form

## Beacon Institute Members Only

You must enter your membership number to take advantage of your 20% *MemberSave*™ discount.

Member Number \_\_\_\_\_

SHIP TO (UPS does not deliver to P.O. boxes.  
Please provide your complete street address.)

WEB002

Name  Ms.  Mr. \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

**Remember** — You can now order online and check out a wealth of valuable homecare information at [www.beaconhealth.org](http://www.beaconhealth.org).

Product #	Quantity	Description	Pg #	Unit Price	Total Price
<input type="checkbox"/> YES — Start my subscription to <i>Homecare HIGHLIGHTS</i> . (Please include your e-mail address above.)					<b>FREE</b>
<input type="checkbox"/> Please send me a complete information packet on joining the <i>Beacon Institute</i> .					<b>FREE</b>

For the fastest order processing, please print clearly.  
Duplicate this form as needed. All prices are subject to change without written notice.

SUBTOTAL \$ \_\_\_\_\_

SHIPPING / HANDLING FEE\*\* \$ \_\_\_\_\_  
(see fee schedule)

Wisconsin agencies:  
add applicable taxes or exempt # \$ \_\_\_\_\_

TOTAL AMOUNT \$ \_\_\_\_\_

## Shipping / Handling Fees

Order Amount	VIA Ground** (4-8 days)	Return shipping expense is the responsibility of purchaser. ** Alaska, Hawaii, Puerto Rico, Canada and Virgin Islands orders, please call for air rates. Next Day Air delivery is available. Call Customer Service for exact shipping fees.
up to \$100	\$8.00	
\$101-\$200	\$12.00	
\$201-\$500	\$15.00	
\$500-\$1,000	\$20.00	
\$1,001 and up	\$25.00	

## Choose Your Method of Payment

Method of Payment: (all payments in U.S. dollars)

- Check (Make checks payable to Beacon Health)
- Credit Card
- MasterCard  VISA  American Express

Account Number Exp. Date \_\_\_\_\_

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CVCode (3-4 digits located on card) 

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This purchase is made on the credit card noted above and in accordance with the terms of my Credit Card Agreement.

Signature \_\_\_\_\_

## 3 Easy Ways to Place Your Order

To Order, **CALL** Toll-Free

**800-553-2041**

or **FAX** Your Order Form to

**262-243-1207**

**MAIL to:**

Beacon Health  
12308 N. Corporate Pkwy. Suite 100  
Mequon, Wisconsin 53092-3380

# Beacon Health's Terms and Policies

## Return Policy

Beacon Health provides refunds on materials returned in re-salable condition when the materials are received at Beacon Health within 30 days of the date on the packing slip. Materials returned between 30 and 60 days after the date of order will qualify for a one-time exchange or merchandise credit rather than a refund. After this time, no refunds, exchanges or merchandise credits will be allowed.

Materials packaged inside "shrink-wrap licenses," such as computer disks and master forms, are not returnable if the shrink-wrap packaging has been opened. All video-based training products are subject to a 15% restocking charge.

Shipping and handling charges are not refundable and return shipping charges are the responsibility of purchaser.

## Copyright and Restrictions on Use

All video and published products are copyright protected and may not be duplicated, for any purpose, without written permission. For written permission, please provide the following information to customer service in writing on your letterhead with any requests for duplication. Include the name of the product, specific pages/content, number of copies, and a statement of purpose.



## Replacing a Damaged, Defective or Just-plain-worn-out Videotape

For specific details or assistance, please contact Customer Service.

## Rush Orders

We can deliver in one day! Customers requiring expedited shipments (next day or second day) should contact customer service at 800-553-2041 for a quote on shipping charges.

## Obtaining Updated or Revised Products

Because Beacon Health's publications and video programs are both accurate and timely, many of them are also very regulation-sensitive. From time to time, various products need to be revised to keep in step with current regulations and standards of practice. For information on exchanging an outdated product, please call customer service at 1-800-553-2041.

## Photocopying Newsletter Articles

*It is illegal to photocopy or fax newsletter articles without permission from the publisher.*

Our newsletters, unlike magazines, have no advertising. The subscription fee alone must support the editorial and production teams as well as circulation and distribution. Every unauthorized copy reduces our ability to bring you high-quality information at a reasonable price. We do have several legal ways to get the information out to people who need it.

A "team" subscription provides additional copies of the newsletter for distribution within the agency. You may add as many additional subscriptions as you need.

A site license allows you to make copies for your agency's staff. Please contact customer service at 800-553-2041 for more information or to request a copy of a site license agreement. We are willing to discuss other arrangements to meet your specific needs. Give us a call. We are flexible and will work to meet your needs, so please give us the opportunity to help you.

## Payments

Beacon Health accepts personal or organizational checks, money orders, Visa, MasterCard, or American Express. All payments must be made in US dollars.

**Customer Service • 800-553-2041**

Customer Service Representatives are available to assist you from 8:00 am to 4:30 pm Central time, Monday-Friday. During any other time, you may leave a voice message. Please leave your name, area code and a telephone number with a time you can be reached. We'll call back during the next business day.

[www.beaconhealth.org](http://www.beaconhealth.org)