DOCUMENT ORDER FORM

RTCA, Inc.
1150 18th Street, NW, Suite 910
Washington, DC 20036
Phone: (202) 833-9339

Fax: 202-833-9434
Email: info@rtca.org

Date: _____

Rush Order: ☐ Yes ☐ No Your FedEx/UPS Acct. No._____

☐ MasterCard ☐ Visa ☐ American Express

_____ Expiration Date ____/___
Card Number

_____
CIN#

This code number *MUST* be included for us to process your credit card payment. For American Express cards, this is a 4 digit code on the face of the card. Visa and Master Card use a 3-digit code on the reverse of the card. Contact RTCA at 202-833-9339 if you have questions.

_____
Card Holder Name

ORDERED BY:

_____ (_____)_____ (_____)_____
Name Phone Fax

_____
Title Email Company Name

_____
Street Address Floor, Room, or Suite

_____
City State Zip Code Country

SHIP TO:

_____ (_____)_____ (_____)_____
Name Phone Fax

_____
Title Email Company Name

_____
Street Address Floor, Room, or Suite

_____
City State Zip Code Country

Document Number	Document Name	Quantity	Unit Price	Total
Comments:			Total	

Prepayment is required for all RTCA documents and must be made in U.S. funds drawn on a U.S. bank. In addition to checks and money orders, RTCA accepts MasterCard, Visa and American Express. Orders are fulfilled upon receipt of payment.

Standard Delivery is via USPS, FedEx or UPS. Shipping and handling fees are included in the purchase price.

Same-Day Shipment is available if the order is received by 1:00pm Eastern Time. Provide a FedEx or UPS account number or your credit card will be charged for the additional shipping costs.