

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

E-mail Address: _____

Member or Certification Number (if applicable) _____ Date Needed _____

First Choice Selection # _____ Title _____

Second Choice Selection #: _____ Title _____

Third Choice Selection # _____ Title _____

Method of payment: Check MasterCard Visa

Credit Card Number: _____ Card Expiration date: _____

All orders by individuals must be accompanied by a credit card number per instruction #6.

Lending Library users agree to the terms below by completing the order form. All fees payable in U.S. Dollars

NAHUC LENDING LIBRARY

1947 Madron Rd
Rockford IL 61107-1716
815-633-4351, (f)815-633-4438, office@nahuc.org



Processing Fee \$ _____

Amount Paid \$ _____

INSTRUCTIONS

1. Complete the above form, and fax or mail with payment to NAHUC.
2. Selections and post-tests will be mailed via USPS as they become available on a first-come first-serve basis. Post-tests may be photocopied.
3. Selections are due back to the NAHUC office on date indicated on return form. Due date is assigned three weeks after request processed.
4. Return selection and completed post-tests to NAHUC. Borrower is responsible for return postage.
5. Borrowers who do not return selections or do not provide sufficient payment will be reported to the NAHUC Board of Directors for further action.
6. Credit cards will not be charged, other than for processing payment, unless selections are not returned by deadline or loss or damage occurs (borrower will be charged replacement cost if necessary) or returned checks.
7. Late fee: \$10.00 per week, a one-week extension may be requested prior to the due date.
8. Please contact the NAHUC office if you have special delivery needs.

Titles with 6.0-7.9 Contact Hours

Members \$35.00, Non-members \$45.00**

ACD 002 Audio CD Dealing with Different, Diverse, and Difficult People: Parts 1-6 - 5 hrs, 41 min (6.9)

Titles with 4.0-5.9 Contact Hours

Members \$30.00, Non-members \$40.00**

ACD011 Audio CD Anatomy: Parts 1 and 2 - 4 hrs (4.8)
ACD003 Audio CD Communicating for Results—4 hrs, 40 minutes (4.7)
ACD002 Audio CD Taking Control of Your Workday - 3 hrs, 36 minutes (4.4)
ACD015 Audio CD Succeeding as a First-Time Manager—3 hrs, 48 minutes (4.6)

Titles with 3.0-3.9 Contact Hours

Members \$25.00, Non-members \$35.00**

DVD017 DVD The 7 Habits of Highly Effective People—2 hours, 30 minutes (3.8)

Titles with 2.0-2.9 Contact Hours

Members \$20.00, Non-members \$30.00**

ACD61 Audio CD Anatomy Part 1—2 hrs (2.4)
ACD62 Audio CD Anatomy Part 2—2 hrs (2.4)

Titles with 0.4—1.9 Contact Hours

Members \$15.00, Non-members \$25.00**

DVD001 DVD—Understanding Different Cultural Values and Styles - 37 min (0.7)
ACD001 Audio CD— Who Moved My Cheese—74 min (1.5)

The numbers in parenthesis following the tape descriptions are contact hours which have been approved by the Education Board.