

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, AWS Board approved resell policies, also located in the Section Tool Kit.

In order for Sections to receive the 40% discount, orders must be submitted in writing to Rhenda Kenny, Director, Member 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)
Note: No PO Box numbers
- Document code number(s) and quantity
Note: Document codes, pricing, and shipping and handling costs must be obtained from WEX Ltd.
Phone: 888-WELDING (888-935-3464)
Fax: (305) 826-6195
Website: www.awspubs.com
- Payment method, i.e. PO#, credit card
Note: WEX Ltd. 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, WEX Ltd. 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 to Rhenda Kenny at (305) 443-5647 or emailed to rhenda@aws.org. Orders will then be forwarded (by fax or email) to WEX for processing. Publication orders emailed to WEX will be copied to the originator. If you have any questions, please feel free to contact Rhenda at 800-443-9353 x 260 or rhenda@aws.org.