




IIMC PUBLICATIONS ORDER FORM

QTY		COST Member/ Non-Member	TOTAL
TECHNICAL BULLETINS:			
<input type="checkbox"/>	Election Management and Performance Indicators (T13)	\$12.00/\$20.00	\$ <input type="text"/>
<input type="checkbox"/>	How To Design A Disaster Recovery Program (T1)	\$6.00/\$18.00	\$ <input type="text"/>
<input type="checkbox"/>	Consent Agendas (T2)	\$6.00/\$18.00	\$ <input type="text"/>
<input type="checkbox"/>	Short, Simple & Efficient: A System For Agendas and Minutes (T3)	\$6.00/\$18.00	\$ <input type="text"/>
<input type="checkbox"/>	City Council Rules of Procedure (T4)	\$6.00/\$18.00	\$ <input type="text"/>
<input type="checkbox"/>	Manual For Drafting Ordinances & Resolutions (T5)	\$6.00/\$18.00	\$ <input type="text"/>
<input type="checkbox"/>	Document Imaging (T7)	\$15.00/\$40.00	\$ <input type="text"/>
<input type="checkbox"/>	Sample Proclamations (T8)	\$18.00/\$40.00	\$ <input type="text"/>
<input type="checkbox"/>	Parliamentary Procedures Basics for Government Service (T9)	Separate Order Form	
<input type="checkbox"/>	Meeting Administration Handbook (T10)	\$15.00/\$40.00	\$ <input type="text"/>
<input type="checkbox"/>	Efficient Filing (T11)	\$6.00/\$18.00	\$ <input type="text"/>
<input type="checkbox"/>	Document Imaging in the New Millennium (T12)	\$15.00/\$40.00	\$ <input type="text"/>
BOOKS:			
<input type="checkbox"/>	Role Call (B0)	\$10.95/\$13.95	\$ <input type="text"/>
<input type="checkbox"/>	Mina's Guide To Minute Taking (B1)	\$28.00/\$45.00	\$ <input type="text"/>
<input type="checkbox"/>	Language of Local Government (B4)	\$4.00/\$10.00	\$ <input type="text"/>
	Orders more than 10 use separate order form 		
<input type="checkbox"/>	201 Secrets to Building Community Involvement (B6)	\$7.00/\$14.00	\$ <input type="text"/>
CD/DVD ROMS :			
<input type="checkbox"/>	Robert's Rules of Order	Separate Order Form	
<input type="checkbox"/>	IIMC: Municipal Clerks -Partners in Democracy (CD_Partners)	\$9.95/\$14.95	\$ <input type="text"/>
VIDEO:			
<input type="checkbox"/>	IIMC - Laser Fiche Document Imaging Video (V1)	\$9.95/\$40.00	\$ <input type="text"/>
IIMC-NAGARA BASIC RECORDS MANAGEMENT: 2000			
<input type="checkbox"/>	LEAFLETS (NRM)	\$13.00/\$39.00	\$ <input type="text"/>

Subtotal	\$ <input type="text"/>
For Delivery in CA add 7.75% Sales Tax	\$ <input type="text"/>
Shipping and Handling (see below)	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>

Shipping charges (for U.S. only) For Shipping Rates and Instructions for Orders Outside the United States email to hq@iimc.com or call (909) 944-4162.

- Up to \$60.00 - \$7.50
- Above \$60 - Contact Headquarters

California residents add 7.75% Sales Tax

Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/> Zip/Postal Code: <input type="text"/>
Phone:	<input type="text"/> FAX: <input type="text"/>
<input type="checkbox"/> Check enclosed <input type="checkbox"/> American Express/Visa/MasterCard	
Card #:	<input type="text"/> Exp. Date: <input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>

To Order: Print, then mail, fax or e-mail to:
International Institute of Municipal Clerks
8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730
Phone: (909) 944-4162 Fax: (909) 944-8545
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