

AIA DOCUMENTS ORDER FORM

Please fill out the form below and mail it with your check, or credit-card charge to:

AIA New York Chapter, AIA Documents
536 LaGuardia Place
New York, NY 10012



- Email orders to info@aiany.org
 - Fax credit-card orders to 212-696-5022
 If you have questions, please call 212-358-6113.
 Walk-in orders available by appointment only

Orders received AFTER 3:00PM will be processed on the following business day.

ITEM #	TITLE	QUANTITY	PRICE	TOTAL

IF CARD IS VISA WE NEED 3 DIGIT V CODE TO PROCESS ORDER		Calculate Postage and Handling Below		Subtotal	
Circle Form of Payment: Cash Check (#) Amex MC Visa Discover		If document quantity is:		AIA Members subtract 10%	
Credit Card #:		< 5	\$10	ID# _____	
Expiration Date:	V Code:	5-10	\$15		
Name on Card:		> 10	\$30	Subtotal	
Signature:		FedEx Handling: add \$10 (substitute for above charges)		NY Residents add 8.875% Sales Tax	
Credit Card Billing Address: (Write Shipping Address Below)		Please provide your FedEx Account Number below		Postage and Handling (see chart)	
Name:		FEDEX ACCOUNT NUMBER:			
Firm Name:		Service Type:		TOTAL Pay this amount	
Shipping Address:		<input type="checkbox"/> First Overnight <input type="checkbox"/> Priority Overnight <input type="checkbox"/> FedEx 2Day A.M. <input type="checkbox"/> FedEx 2Day <input type="checkbox"/> FedEx Express Saver Note: You will be billed by FedEx for shipping .			
Phone:		IF YOU NEED A RECEIPT PLEASE CHECK HERE <input type="checkbox"/>		MESSANGER POLICY (NYC ONLY): Please do not send a messenger until you have spoken to an AIANY staff member regarding scheduling a pickup.	
Fax:					