

Instructions**Sections**

1. Enter your customer number if you are presently receiving any AIS products.
2. Enter customer information. Also enter your Industry Type Code from the table on the right.
3. Enter billing address information only if it differs from the customer information.
4. Enter Product Information for each product
 - Enter the Product ID as shown in the AIS Technical Guide.
 - Enter the product name.
 - Enter information only if the product you are ordering has an option for selected areas. (See *AIS Product Catalog*)
 - Enter the quantity or number of copies requested.
 - Enter the total amount for each product.
 - Add the total price of each product and enter the sum in the Total Product order box.
5. Calculate Copyright fees.
 - Indicate if product will be copied.
 - Select the product(s) to be copied.
 - Calculate fees using the copyright fee table.
6. Add the total product order to Copyright fees to get your total purchase amount and then enter this amount in the designated box.
7. Check the appropriate box for payment method. If applicable, enter credit card information and then sign. Your signature indicates that the signee accepts total responsibility governing the use of the credit card and agrees to comply with the terms of the issuer.

Mail or fax complete order form to:

ACCOUNTS RECEIVABLE - AIS PRODUCTS
 ADDRESSING & RETAIL TECHNOLOGY
 UNITED STATES POSTAL SERVICE
 225 N HUMPHREYS BLVD STE 501
 MEMPHIS TN 38188-1099

FAX: 901-681-4409 (*Credit card orders only.*)

** If paying by check or money order, mail payment and completed order form to the address above.*

Industrial Codes

01	AGRICULTURE PRODUCTS-CROPS	50	WHOLESALE TRADE-DURABLE GOODS
02	AGRICULTURE PRODUCTS-LIVESTOCK	51	WHOLESALE TRADE-NONDURABLE GOODS
07	AGRICULTURE SERVICES	52	BLDG MTLs/HARDWARE/GARDEN SUPPLY
08	FORESTRY	53	GENERAL MERCHANDISE
09	FISHERIES	54	FOOD STORES
10	METAL MINING	55	AUTO DEALER SERVICE STATION
11	ANTHRACITE MINING	56	APPAREL ACCESSORY STORES
12	BITUMINOUS, LIGNITE	60	BANKING
13	OIL, GAS EXTRACTION	61	CREDIT AGENCY AND BANK
14	NONMETALLIC MINERALS	62	SECURITIES/COMMODITY BROKERS SVC
15	GENERAL BUILDING CONTRACTORS	63	INSURANCE CARRIERS
16	HEAVY CONSTRUCTION CONTRACTORS	64	INSURANCE AGENTS, BROKERS
17	SPECIALTY TRADE CONTRACTORS	65	REAL ESTATE
19	ORDNANCE, ACCESSOR	67	HOLDING, REAL ESTATE, INVESTMENT
20	FOOD, KINDRED PRODUCTS	70	HOTELS, PRESORT LODGING
21	TOBACCO MANUFACTURER	72	PERSONAL SERVICES
22	TEXTILE MILL PRODUCTS	73	MISCELLANEOUS BUSINESS SERVICES
23	APPAREL PRODUCTS	75	AUTO REPAIR SERVICES
24	LUMBER, WOOD PRODUCTS	76	MISCELLANEOUS REPAIR SERVICES
25	FURNITURE, FIXTURES	78	MOTION PICTURES
26	PAPER, ALLIED PRODUCTS	79	AMUSEMENT/RECREATION SERVICES
27	PRINTING, PUBLISHING	80	HEALTH SERVICES
28	CHEMICALS, ALLIED PRODUCTS	81	LEGAL SERVICES
29	PETROLEUM REFINING INDUSTRY	82	EDUCATIONAL SERVICES
30	RUBBER AND PLASTICS	83	SOCIAL SERVICES
31	LEATHER PRODUCTS	84	MUSEUM/BOTANICAL/ZOO GARDENS
32	STONE CLAY, GLASS	86	MEMBERSHIP ORGANIZATIONS
33	PRIMARY METAL INDUSTRY	88	PRIVATE HOUSEHOLDS
34	FABRICATED METAL	89	MISCELLANEOUS SERVICES
35	MACHINERY ELECTRIC	91	EXEC/LEGISLAIVE/GENERAL GOVNT
36	ELECTRICAL EQUIPMENT	92	JUSTICE PUBLIC SAFETY
37	TRANSPORTATION EQUIPMENT	93	PUBLIC FIN TAX MONEY
38	INSTRUMENTS	95	ADM OF ENVIRONMENT AND HOUSING
39	MISCELLANEOUS MANUFACTURING	96	ADM OF ECONOMIC PROGRAMS
40	RAILROAD TRANSPORTATION	97	NATL SECURITY INTERNAL AFFAIRS
41	LOCAL PASSENGER TRANSPORTATION	98	POST OFFICE BOXES
42	TRUCKING AND WAREHOUSING	99	NONCLASSIFIABLE
43	UNITED STATES POSTAL SERVICE		
44	WATER TRANSPORTATION		
45	AIR TRANSPORTATION		
46	PIPE LINES AND NATURAL GAS		
47	TRANSPORTATION SERVICES		
48	COMMUNICATION		
49	ELECTRICAL/GAS SANITATION SVC		

No refunds will be made once the order has been processed and the file(s) download