

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
 NATIONAL CUSTOMER SUPPORT CENTER
 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) downloaded.