

HAWAII DIET MANUAL - 8th Edition ORDER FORM

Name _____ Receipt No. _____

Address _____

City _____ State _____ Zip Code _____

Telephone: Day () _____ Evening () _____

Fax () _____ Email _____

Membership Status: _____ HDA (\$40)	_____ Non-HDA (\$55)
Number of Manual(s) _____	Subtotal Cost _____
Shipping/Handling Fees * Domestic: \$10 per manual International: Unable to determine →	Shipping/Handling Fee _____
	AMOUNT DUE _____

* Domestic postage fees may change as determined by the US Postal Service. Oahu orders will not be mailed.
→ Fill out order form. Extra postage may apply. Contact will be made to purchaser for exact amount of payment.

METHOD OF PAYMENT U.S. currency only. No cash, purchase orders, or travelers checks.

_____ **Check** Make check payable to Hawaii Dietetic Association. Check #: _____

_____ **Money Order / Cashiers Check** For exact amount only.

_____ **Credit Card**

VISA Name on Card _____

MasterCard Credit Card Number _____

Expiration Date _____ Phone Order _____

All checks and credit card payments must have bank clearance or approval before pick-up and/or distribution of the manual(s). Therefore, these types of payments will not be accepted on same day of purchase or pick-up. Notification to the purchaser for pick-up arrangements or mailings will be made by phone, fax, or email.

Please submit diet manual order and payment to: Hawaii Dietetic Association, PO Box 22298, Honolulu, Hawaii 96823-2298. Attention: Hawaii Diet Manual. Allow 4 to 6 weeks for delivery.

Signature _____ Date _____

FOR OFFICIAL USE ONLY

Bank Clearance: Payment Recd Date _____ Approval Date _____ Purchaser Contact Date _____

Order Picked Up By (name and date) _____

Order Processed By (name and date) _____

HDA ORDER FORM INSTRUCTIONS

1. Fill out information completely except for receipt number and official use only.
2. **Calculating AMOUNT DUE**
 - a. **Only HDA members will be given HDA price of \$40 per manual (tax included).**
Verification of HDA membership status will be checked with the ADA Data Management Information System list based on membership renewals. **Each member will be allowed maximum of 2 manuals at this price for personal use.**
 - b. All other buyers will be considered as **Non-HDA members and will be charged \$55 per manual (tax included).**
 - c. Number of manual(s) is the number of manuals desired for this order.
 - d. Subtotal Cost is the cost according to the membership status multiplied by the number of manual(s) desired.
 - e. Shipping and Handling Fee. All Oahu orders will not be mailed. S/H fees may be subject to change when changes in postal rates are made by the US Postal Service. When this occurs, look for possible revised shipping and handling fees on the website.
 - f. **AMOUNT DUE.** Add the subtotal cost and shipping and handling fee (as appropriate).
 - g. Arrangements will be made for pick up and distribution for Oahu orders.
3. **METHOD OF PAYMENTS.**
 - a. Cash, purchase orders, and travelers checks will not be accepted. Payments must be in US currency.
 - b. Checks and credit card payments must be cleared by the bank **before** diet manuals will be distributed (picked up or mailed). Therefore, these types of payments will not be accepted on the day of purchase or pick-up. Notification to the purchaser regarding pick-up arrangements or mailings will be made by phone, fax, or email.
 - c. Money orders or cashiers check must be for exact amount only.
4. **Send diet manual order and payment to: Hawaii Dietetic Association, PO Box 22298, Honolulu, Hawaii 96823-2298. Attention: Hawaii Diet Manual.** Allow 4 to 6 weeks for processing and delivery.
5. Sign and date the form.
6. Any questions should be directed to:
Sandra Nagareda, RD, MPH
Diet Manual Sales Coordinator
snagareda@hawaii.rr.com
Ruby Hayasaka, RD, MS, MA
Diet Manual Committee, Co-Chairperson
hayasara@ah.org