



Publications Order Form

Fill out the information below (please print). Submit completed order forms to: Colorado Municipal League, 1144 Sherman St., Denver, CO 80203, or order online at www.cml.org.

Title	quantity	price each	subtotal
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____

Subtotal _____

If subtotal is between	\$1-\$24	REQUIRED: Add shipping and handling shipping costs	\$1.50
	\$25-\$39		\$3.00
	\$40-\$64		\$5.75
	\$65-\$99		\$7.50
	\$100-\$249		\$9.00
	\$250-\$499		\$10.00
more than \$500		\$12.00	

REQUIRED: Add sales tax or include tax exempt number _____

(Denver residents, 7.65%; all others in the Regional Transportation District, 4%; all others in Colorado, 2.9% or tax exempt number _____)
Please include copy of tax exempt certificate.

TOTAL _____

Shipping Information

Mail to (name): _____ Organization: _____

Address: _____

City, State, ZIP: _____

Phone number: _____ Email: _____

Payment type: Check (make payable to Colorado Municipal League) Credit card

Credit Card Information

Visa Master Card

Cardholder's Name _____

Billing Address _____

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State _____

Zip Code _____

Credit Card # Exp. Date Cardholder's Signature _____

Shipping Terms

Publication orders will be processed and shipped within three business days of receipt of order. Product(s) will be shipped by United States Postal Service Media Mail.

If you have not received your order in 10 days, or have questions regarding our return policy or shipping terms, please contact us at:

Address: Colorado Municipal League, 1144 Sherman Street, Denver, CO 80203

Email: cml@cml.org; Phone: 303-831-6411

Return and refund policy

- If you are not completely satisfied with your purchase, you may return UNUSED, RESALABLE product(s) to us for a refund or exchange, provided you notify us and we receive the item back in our office within 15 days of the original date of delivery. We will pay the return shipping costs if the product is defective or the return is a result of our error. If the item is returned for any other reason, you are responsible for the return shipping amount.
- No returned merchandise will be accepted without an Authorization for Return. An Authorization for Return can be obtained through an email request with "Return/refund request" in the subject field to cml@cml.org or call 303-831-6411. A refund will be issued once the return is processed.
- Shipping charges are non refundable.