

## Publications Order Form

Structural Bolting Handbook 2016  
 Structural Welding Quality Handbook 2010  
 Structural Steel Inspector's Workbook (2014)  
 Shop Inspection Handbook for Structural Steel Buildings 2010



Name	
Title	
Firm/Agency	
Address	
City	State / Province
Zip / Postal Code	Country
Phone	Fax
email	

	Structural Bolting Handbook 2010		Structural Welding Quality Handbook 2010		Structural Steel Inspector's Workbook 2014	Shop Inspection Handbook for Structural Steel Buildings 2010	
		1 - 4	\$ 20.00 ea	1 - 4	\$ 15.00 ea	\$ 44.00 ea	1
	5 - 9	\$ 18.00 ea	5 - 9	\$ 13.00 ea	2 - 5		\$ 60.00 ea
	10 - 24	\$ 16.00 ea	10 - 24	\$ 12.00 ea	6+		\$ 50.00 ea
	25 - 99	\$ 15.00 ea	25 - 99	\$ 11.00 ea			
	100+	\$ 13.50 ea	100+	\$ 10.00 ea			
<b>Order Quantity</b>							
<b>Unit Price</b>	\$		\$		\$ 44.00	\$	
<b>Subtotal</b>	\$		\$		\$	\$	

<b>Publications Total</b>	\$
<b>##Shipping and Handling (see next page)</b>	\$
<b>Sales Tax (Michigan businesses &amp; residents only)</b>	\$
<b>Total Amount</b>	\$

Credit Card Type (circle) — Visa MasterCard American Express Discover	
Credit Card Number	
Credit Card Expiration Date (month / year)	Card Security Code (see below)
Cardholder's Name	
Card Billing Address	
Check Number (if enclosed)	

**Michigan businesses and residents, add 6% sales tax on Publications Total amount plus Shipping and Handling amount.**

**Prepayment by check, Visa, MasterCard, Discover or American Express required. Checks must be drawn on a US bank. No foreign checks accepted.**

**Card Security Code — for Visa, MasterCard and Discover, provide last three digits on back of card for American Express, provide four digits on front of card**

**Orders accepted by fax, scan and email, or by telephone (note: limited telephone availability)**

### Steel Structures Technology Center, Inc.

5277 Leelanau Ct.  
 Howell, MI 48843-5437  
 phone (734) 878-9560 fax (734) 878-9571  
[www.steelstructures.com](http://www.steelstructures.com)  
[info@steelstructures.com](mailto:info@steelstructures.com)

## Delivery/Shipping Method and Policies

Standard Shipping & Handling charges are listed below.

Sales Amount (USD)	USA	Canada	Mexico	Other International
Up to 100.00	7.00	20.00	30.00	40.00
100.01 – 250.00	12.00	30.00	40.00	60.00
250.01 and over	18.00	50.00	60.00	90.00

Within the USA and Canada, Standard Shipping of most products is done using United States Postal Service (USPS), most commonly using Priority Mail. Small orders may be shipped First Class Mail. Our alternative method of shipping is FedEx Ground. We do not use United Parcel Service (UPS).

Orders are typically shipped within five business days after receipt of order. However, longer shipping times may occur during holiday periods, office vacation shutdown, and extended international business activities. Such closed dates are posted and updated in this section, as follows:

July 25 – August 5, 2016

Express shipping can be provided only when arranged via email to [info@steelstructures.com](mailto:info@steelstructures.com) and agreed to by SSTC, or when arranged by telephone to (734) 878-9560 and agreed to by SSTC. Additional charges for express shipping will be quoted in advance upon request.

For most shipments, when a PO Box is to be used for your receipt of your mail delivery, please supply your PO Box address and zip code / postal code. For shipments known to be shipped by FedEx, please supply a physical address, including the zip code / postal code for the physical address.

For information on delivery time outside the USA and Canada, to request alternate or express shipping, to get a shipping price quote, or for questions, contact SSTC at [info@steelstructures.com](mailto:info@steelstructures.com).

International Delivery (including Canada) may include additional fees such as duties and/or taxes imposed by your local Customs Office. These additional fees are not covered by SSTC's shipping and handling charge and you are responsible for these costs; as well as verifying that the product can lawfully be imported into the destination country. If you have any questions regarding these fees, please contact your local Customs Office, as they can provide you with all the necessary information regarding customs fees.

If you have any questions regarding these policies, please email SSTC at [info@steelstructures.com](mailto:info@steelstructures.com) or call (734) 878-9560.

---

## Returns & Exchanges Policy

Products may be returned in new, resalable condition within 30 days. Claims for shortages or damage must be made within 5 days of receipt of merchandise, and must be requested by email to [info@steelstructures.com](mailto:info@steelstructures.com).

All returns must include a printed copy of the email from SSTC authorizing the return. Unauthorized returns will be delayed in processing and may not be accepted for credit and/or may get returned to the customer. Returned merchandise must be shipped prepaid to SSTC. Shipping and handling charges for returning items are borne by the buyer. It is strongly recommended that returned merchandise be shipped using a trackable shipping service.

All returns are subject to a restocking fee of 20 percent of the original selling price. Please note that we do not refund SSTC's shipping charges. No refund will be issued on overpayments less than \$5.00.

Most refunds are issued based on the payment method used at the time of purchase.

Payment Method	Refund Method	Refund Time (After Return Is Received)
Credit Card	Refund	3-5 days, however it may take 2-3 additional business days for the refund to display on your credit card statement.
Bank Account	Bank Account	Up to 10 business days

### RETURN ADDRESS/CONTACT:

Steel Structures Technology Center, Inc.  
Attn: Returns  
5277 Leelanau Ct.  
Howell, MI 48843-5437 USA  
[info@steelstructures.com](mailto:info@steelstructures.com)

If you have any questions on these policies, please email SSTC at [info@steelstructures.com](mailto:info@steelstructures.com).

Updated: April 21, 2016