UPS SHIPPING AND HANDLING CHARGES
When sending payment with orders, use the chart below to figure shipping and handling costs.

SHIPPING AND HANDLING RATES

<table>
<thead>
<tr>
<th>Merchandise Cost</th>
<th>Standard</th>
<th>3 Day Select</th>
<th>2nd Day Air</th>
<th>Next Day Air</th>
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<td>300.01</td>
<td>UP</td>
<td>15%</td>
<td>17%</td>
<td>19%</td>
</tr>
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</table>

- Prices are subject to change without notice.
- All shipments sent M-F, 5-10 business days, ground delivery.
- Express orders received by 1:00 pm CST are shipped the same day.
- Call for Saturday delivery (metropolitan areas only).
- Express delivery is required on orders shipped to APO’s, FPO’s, AK, HI, Puerto Rico, and all international locations.
- No drop shipments.
- All dock pickups will be charged SSPB handling fees.
- All freight shipments are charged SSPB handling fees.
- RUSH ORDERS—Normal delivery time is 5-10 working days after an order is entered. If you need your order sooner than the normal shipping schedule and are willing to pay the special shipping charge, along with a $5.00 rush processing fee, then request special shipping at the time your order is placed.
- BOOKSTORES ONLY. . . include 12% of total before discount for FedEx, UPS, and United States Postal Service mailing only.

Orders shipped UPS unless otherwise requested.

**IF YOU HAVE A QUESTION ABOUT YOUR ORDER:**

Call Toll Free: 1-800-359-9398; or E-mail us at customercare@sspbnbc.com

Monday—Friday • 8:00 a.m.—4:15 p.m. CST

and give: 1) your SSPB account number 2) shipping number from your packing list (if received) 3) date of your order
**U.S. Postal Service POSTAGE AND HANDLING CHART**

When sending payment with orders, use the charts below to figure postage and handling cost for U.S. mail.

- Call Customer Service for cost of Express (Metropolitan Areas) delivery.
- Any additional charges will be prepaid by SSPB and added to your account.
- Prices are subject to change.

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