



## Training and Related Products

Use this form to order a paper copy of the question pool (**FREE** from our website as Document 26) and/or question pool study guide. Use this form to order the *Industry Agents' Handbook*, the primary reference for the test question.

To take the test, the test candidate must complete and forward an ARC Specialist application packet. The ARC Specialist application is available on ARC's website at [www.arccorp.com](http://www.arccorp.com).

When ordering training products, please fill out the worksheet on the next page. ARC is required to collect sales tax for shipments to the states of **California, Florida, Hawaii, Illinois, Kentucky, New York, Tennessee, Texas and Virginia**. Use the little chart on the order form to calculate amount due. Remember to multiply the entire amount by the appropriate tax percentage. Failure to include the correct sales tax will result in late shipment while we await your additional money – please do the calculations carefully to avoid delays. Shipments to other states are not taxed at this time.

If you only need normal shipping and handling, complete the form down to the first large box with a \$ in it and remember to include your payment. Normal shipping and handling is included in the price breakdowns. Payment for normal shipping can be by personal or agency/company check or credit card (Amex, VISA, MasterCard). Normal orders will be shipped via ground shipping within two weeks of receipt of payment. Mail your order to the address shown below.

If you want **RUSH** shipping, complete all the boxes, including **BOTH** boxes with \$ in them. Rush shipping is \$10.00 per set and will normally go out by **second-day shipping within two business days** of receiving your payment provided we have stock on hand when we receive your order. **Payment for rush shipping must be by cashier's check, certified check, money order, or credit card, and must be included with your order.** For fastest service, overnight your order to ARC's headquarters at:

**ARC Training**  
4100 N. Fairfax Drive, Suite 600  
Arlington, VA 22203

Please look over the order form carefully and follow the directions. To help you with the order process, the last page of this document shows two calculations. Remember to include payment with your order, and to pay sales tax where needed.

ARC believes that our training products will help you on your way to becoming an ARC Specialist. But like any tool, the level of your success depends on the level of your commitment to the learning process. Merely reading the question pool, for example, without spending the extra effort to understand what you're reading, and the underlying concepts and principles, won't prove very successful. So please allow yourself some quality time to thoroughly study the question pool or study guide.

Additional information is provided in the ARC Specialist Candidate Information (Document # 20) and the Frequently Asked Questions (FAQ) in the ARC Specialist Information page. You should retrieve that document from either the fax server or Internet site. It contains information on test content areas and additional information on security and candidate identification requirements.

If you have questions not answered by the above references, call the ARC Specialist Registrar at (703) 816-8523/5115. Fax (703) 816-8043.





REFER TO THE FOLLOWING EXAMPLES ON USING THIS ORDER FORM

### Normal shipping

Example:	3 study guide sets ordered (3 x 75.00)	= 225.00
	KY sales tax (.06 x 225)	= <u>13.50</u>
	Total cost of order	\$ 238.50

**Payment by personal or agency/company check is acceptable. Products will be shipped within approximately two weeks of receipt of payment provided there is stock on hand.**

### Rush shipping

Example:	3 study guide sets ordered (3 x 75.00)	= 225.00
	KY sales tax (.06 x 225.00)	= 13.50
	Rush Shipping (3 x 10.00)	= <u>30.00</u>
	Total cost of order	\$ 268.50

**Payment by cashier's/certified check, money order, or credit card is required for rush shipment. Shipment will normally occur within two business days provided there is stock on hand.**

**ARC Specialist Candidates must submit appropriate applications and payments.**