

### **Ordering of Publications and Supplies**

Publications and supplies may be ordered via email. Please address your request to the Executive Office ([ExecAdmin@arrl.org](mailto:ExecAdmin@arrl.org)). The Executive Office will coordinate your order with Member Services. Please include the following information:

1. Quantity needed.
2. Title(s) and/or product name(s) requested (please be as specific as possible; for example, softcover ARRL Handbook edition XX; General Class License Manual; What is Ham Radio flyer, etc.).
3. Date needed.
4. Ship to name, call sign, and address.
5. Any special shipping instructions. Please note, that there is no need to specify shipping method unless there is a specific requirement. If there are no instructions listed, the delivery mode will be determined by staff to have the items at the destination on the desired date using the most cost-effective method.
6. Which division to charge.