

# ROCK SOLID ADMINISTRATIVE SERVICES



## ORDERING & SHIPPING INSTRUCTIONS



**REMEMBER:** We have a phenomenal line of Website, Design and Printing services. Check out our Services and Products pages on the RSAS Website

### ORDERING

- At this time, all products that are purchased through the Rock Solid Administrative Services website must be purchased with a check or money order.
  1. Customers should first print the Product Order Form located on our website as a pdf file.
  2. Complete the Order form as you review the Products page of the website clearly identifying the product by name
  3. Calculate the PA Sales Tax from the Subtotal Line of the Order Form
  4. Calculate the Shipping costs from the instructions below
  5. Total the Order and FAX, E-mail or Post to RSAS according to the instructions on the Order Form.
- All product purchases are subject to 6% PA Sales Tax.  
All customers making tax exempt purchases must submit their Federal tax exempt certificate with the order form.
- Orders may be faxed, e-mailed or by regular U.S. Postal Services.
- RSAS will make no shipment of ordered products until payment is received.  
Allow 7-10 days for shipping after payment is received at the RSAS office.

### SHIPPING

All orders are normally shipped via U.S. Postal Service regular mail. If you require special shipping services, additional charges apply. Use the following chart:

Description	Standard	Next Day	2 Business Days
Individual paper items	\$1.00 each item	\$11.00 1 <sup>st</sup> item and \$1.00 each additional item	\$8.00 1 <sup>st</sup> item and \$1.00 each additional item
All Packets/Manuals	\$5.00 each item	\$14.00 1 <sup>st</sup> item and \$2.00 each additional item	\$11.00 1 <sup>st</sup> item and \$3.00 each additional item
Individual Tapes & CD's	\$2.00 each item	\$12.00 1 <sup>st</sup> item and \$2.00 each additional item	\$9.00 1 <sup>st</sup> item and \$2.00 each additional item
All Tape/CD Series	\$5.00 each item	\$14.00 1 <sup>st</sup> item and \$3.00 each additional item	\$11.00 1 <sup>st</sup> item and \$3.00 each additional item
All Printing Services	COD Greyhound Package Express or specific to individual order needs		

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