



## PMI Registered Education Providers Book Ordering and Discounts

PMI Registered Education Providers are eligible for a 40% - 45% reseller discount off the list price (nonmember price) of most books published by PMI.

Commercial titles that PMI resells from other publishers are not eligible for this discount. Orders must be coordinated at the organizational level and placed by a designated representative from the R.E.P. organization. The person placing the order must provide the R.E.P.'s I.D. number and password when placing the order in order to get the discount. Employees of PMI R.E.P.s who are purchasing books for their individual/personal use do not qualify for the 40% - 45% discount. PMI logo items and OPM3® Online (single or multi-user versions) are not eligible for this discount. Other items may be excluded from this discount at PMI's discretion.

### **Quantity Discount Schedule - RETURNABLE**

Quantity	Discount off list price
1-999	40%
1000+	43%

- Applies to single titles or mixed titles published by Project Management Institute.
- Books in print are returnable for credit up to one year from invoice date (no refunds unless damaged or defective). A restocking fee of 10% of the retail price of the returned books will be deducted from the credit memo when 50% or more of the original quantity ordered is returned. Out-of-print titles are returnable for credit at the item's original purchase price for a period of six months after item has gone out of print.
- List prices are subject to change without notice. Discounts are subject to revision or cancellation without notice. All discounts are off list prices of books as they exist at the time orders are placed.

### **Quantity Discount Schedule - NONRETURNABLE**

Quantity	Discount off list price
1-999	42%
1000+	45%

- Applies to single titles or mixed titles published by Project Management Institute.
- Books are nonreturnable unless damaged or defective in which case returns will be accepted for credit for up to 90 days from invoice date. Return shipping charges will be credited back to customer for damaged returns.
- List prices are subject to change without notice. Discounts are subject to revision or cancellation without notice. All discounts are off list prices of books as they exist at the time orders are placed.

### Ordering Instructions

To receive the R.E.P. discount, books must be ordered by an authorized representative on behalf of the R.E.P. organization. The R.E.P.'s PMI I.D. number and password must be provided in order to qualify for the discount. At this time, the 40% - 45% discount cannot be applied to online orders ([www.pmi.org/Marketplace](http://www.pmi.org/Marketplace)); however, PMI is working toward an enhanced e-commerce Web site which will enable this functionality in the future. At the present time, orders using the R.E.P. discount are only able to be processed via e-mail, telephone, fax or postal mail.

When placing an order be sure to include the following details:

- Book title
- ISBN number
- Quantity

- "Ship to" name, address and phone number
- Billing and payment information
- R.E.P.'s PMI I.D. number and password
- Special shipping instructions (Include any information that is required by Customs in your country for books coming from the U.S. If any special forms or documentation are required, be sure to include those as well. If you are using a third-party broker, please include that information as well.)
- Customers outside the United States are responsible for paying all duty and brokerage charges charged directly through customs. **Because PMI is not charging these fees, we are not able to estimate how much they will be. We take measures to ensure that the value of your shipment is declared accurately, and that all necessary paperwork accompanies your shipment to minimize any customs clearance delays.**

For convenience, a special R.E.P. Book Order Form is available for download (Adobe® PDF) from the R.E.P. Online Community Web site.

To place an order via e-mail or fax, send all order details (listed above), or the completed order form, to <mailto:book.orders@pmi.org> or fax to +1- 770-280-4113.

Telephone orders can be received during normal business hours (Monday – Friday, 9:00 a.m. – 5:00 p.m. Eastern Time). Call 1-866-276-4764 if calling from the United States or Canada, or call +1-770-280-4129 from anywhere in the world.

To submit an order via postal mail, please send all order details (listed above), or the completed order form to PMI's Book Service Center at the address below:

### **PMI Book Service Center**

P.O. Box 932683

Atlanta, GA 31193 USA

### Payment Instructions

#### Payment Options

1. Checks should be made payable to PMI. Please reference invoice numbers on checks.
2. Credit cards
  - American Express
  - Diner's Club
  - Discover
  - MasterCard
  - Visa
3. Purchase orders are accepted via fax or mail after a customer has established a credit relationship in conformity with PMI's credit policy. Payment terms are net 30 days. Please contact the PMI Book Service Center for detailed information regarding credit extension.
4. Wire transfers payable to PMI please reference invoice numbers on transfers

Wachovia Bank, N.A.  
 3515 West Chester Pike  
 Newtown Square, Pennsylvania 19073 USA  
 Phone: +1-610-356-2265 / Fax: +1-610-359-9432  
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 Routing Transit Number: 031201467  
 Swift Code: PNBUS33  
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