



MGMA Member ID # (if applicable) \_\_\_\_\_

First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last name \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ Work address Personal address

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Email \_\_\_\_\_

Male Female Date of Birth \_\_\_\_\_

Year started in medical practice management \_\_\_\_\_

Medical Practice: Yes No

Multispecialty (primary and specialty care) Multispecialty (specialty care) Multispecialty (primary care) Single-specialty

Group size: FTE \_\_\_\_\_ If not a medical practice, type of organization \_\_\_\_\_

Item No.	Qty.	Description	Member Price	Nonmember Price	Total Price

### Shipping and handling

Applies to orders only, not membership. Orders are shipped via UPS.

Federal Express is also available by request.

Standard (5-7 business days) \$9.50

UPS 2nd day (2 business days) \$20.00

UPS Priority (next business day) \$25.00

Free UPS ground shipping for members.

International shipping is available. Call for pricing.

Sub-total	
Sales Tax	
Shipping and handling	
Total	

Please note: local sales tax will be added to invoice prior to collecting payment.

An MGMA representative will contact you for payment details before your order is processed.

### Place an order

Call: 877.275.6462 ext. 1888 M-F 6am – 6pm MT

Email: service@mgma.org

Online: mgma.org/store

Mail: MGMA | P.O. Box 17603 | Denver, CO 80217-0603

See reverse side for additional information

### Online

Search by item numbers in the MGMA Store at [mgma.org/store](http://mgma.org/store). Place secure orders 24 hours a day.

### Phone

Toll-free 877.275.6462, ext. 1888  
Monday-Friday: 6:00 am-6:00 pm MT

### Mail

MGMA  
P.O. Box 17603  
Denver, CO 80217-0603

### Credit cards

Visa, MasterCard or American Express

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Standard shipping (5-7 business days) is \$9.50.

UPS 2nd day (2 business days) is \$20.00.

UPS Priority shipping (next business day) is \$25.00.

International shipping is available. Call for pricing.

### Sales Tax

MGMA charges sales tax. If your organization is tax exempt, you must submit a tax exempt certificate to [service@mgma.org](mailto:service@mgma.org).

### Volume discounts

Discounts apply for quantity orders of the same item.

5-14 copies – 5%

15-99 copies – 15%

100 or more copies – 20%

Resellers: Please contact the MGMA Service Center for pricing details.

### Return policy

You may return your purchase for any reason for a full refund within 30 days of receiving your shipment if:

- The item(s) is in its original condition.
- Media (CDs and DVDs) are unopened.
- No returns/refunds for electronic content.

Returns and refunds are processed only for items purchased from MGMA. Same-item exchanges are provided for items that are defective or damaged. MGMA reserves the right to deny any returns or exchanges.

You can expect a refund in the same form of payment originally used within 14 business days of MGMA receiving your return. MGMA issues refunds for the price of the items purchased, excluding shipping fees.

### Questions?

The Service Center is here to help. Please have all relevant information about your order available.

Call toll-free 877.275.6462, ext. 1888, or email [service@mgma.org](mailto:service@mgma.org).