

FAIA Publications Order Form

Agency Operations & Procedures Manual

Regardless of which agency management system you use, this complete manual—made available to FAIA members through an exclusive agreement with The Moberg Group—can be customized to fit your operation. Workflow oriented, the manual is a benefit in training new employees, and a good reference for existing staff. It also helps meet “rules of evidence” requirements for documented proof of procedures if your agency is ever questioned in court.

Order options

- Member price: \$224.95
 Nonmember price: \$299.95

Add sales tax

- 6.0% 6.5% 7.0% 7.5%

Price + sales tax + \$9.95 shipping and handling =

Total to be billed on card
or endorsed on check

(Please allow up to 15 business days for delivery)

Personal Information

Name _____ Agency _____
Street address _____ City _____ State _____
Zip code _____ Phone _____ E-mail address _____

Payment Information

- Check Visa MasterCard

Credit card number: _____ Exp. date _____ VCode _____

Name on card _____ Signature _____

Billing address (if different from mailing address): _____

To pay by credit card, please fax form to 850-668-2852. To pay by check, make check payable to FAIA and mail form and payment to FAIA, PO Box 12129, Tallahassee, FL 32317-2129. Orders without payment will not be processed. All orders must be prepaid. Thank you!