



2018 LOMA English Study Materials

Effective January 1, 2018 through December 31, 2018

UNITED STATES and CANADA Order Form



PDFs of the Textbook and Test Preparation Guide are included with COURSE ENROLLMENT.
Printed Textbook is made available for an additional fee and is not included in the course enrollment fee.
For current study assignments, please consult the 2018 LOMA Education and Training Catalog.

ONLINE: www.lomabookstore.com **E-MAIL:** LNH@pbd.com
PHONE: 800-887-3723 or 770-280-4178 **FAX:** 770-280-4150
MAIL: P.O. Box 117212, Atlanta, GA 30368-7212

Orders placed online, by e-mail, phone, and fax are processed within 24 to 48 hours of receipt.
Orders placed by mail and paid by check require longer processing times.

INTERNATIONAL ORDERS

Click or enter into your browser <http://www.loma.org/content/public/documents/TextbookOrderFormInternational.pdf> to obtain the International order form or you may also contact PBD's Customer Service Department at Phone: 770-280-4178, E-mail: lomaintl@pbd.com

PLACING YOUR ORDER

1. Online ordering available for credit card orders only. The Web site can be accessed 24 hours a day, 7 days a week. Receipt of your request is confirmed through e-mail.
2. Credit card and wire transfer orders can be faxed 24 hours a day, 7 days a week. To avoid duplication, please send your request just once. (If you are following up on an order, please mark "**ORDER FOLLOW UP**" on your fax).
3. Mail orders must include check or money order made payable to **PBD Worldwide**. Please print clearly, check for accuracy, **and** include your daytime phone number, fax number, or an e-mail address. If paying by check, we suggest you send your payment and order form via courier. **Checks must be drawn on a U.S. bank.** If the order was previously faxed, please mark: "**ALREADY PLACED.**"

PAYMENT

1. **Check or money order** made payable to **PBD Worldwide**, in U.S. funds drawn on a U.S. bank. Be sure to include shipping and handling, and/or tax where applicable on all check amounts. If your order is not paid in full, it will not be shipped until you pay the amount due.
2. **Credit Card:** VISA, MasterCard, American Express, or Discover accepted. If you are supplying credit card information on the order form, be sure to include a **complete card number**, an **expiration date**, and a **signature**. *Actual Shipping charges will be applied.*
DO NOT E-MAIL CREDIT CARD INFORMATION.
3. **Invoice:** All invoiced customers must have an established account with PBD. A \$2.50 U.S. invoicing fee will appear on each invoice. *Actual Shipping charges will be applied.*

GOODS AND SERVICES TAX (GST)

PBD is required by the Canadian government to collect and submit a 5% Goods and Services Tax. The amount of this tax is calculated based on the cost of the books ordered and should be included in your payment. Because PBD handles this tax for you, it will not be assessed again at the border and your book order will clear customs faster.

SHIPPING

1. Shipping charges apply to the continental United States and Canada. Charges are shown in U.S. dollars and are for mail orders and wire transfer orders not previously quoted. For delivery to countries other than Canada or the United States, please contact PBD's customer service department at 800-887-3723 or 770-280-4178.
2. **Shipping methods:** UPS is LOMA's preferred method of shipment. Requests for another carrier: You must first obtain a quote from PBD, and you may also provide your carrier account number. You will be responsible for all shipping charges, customs, duties, and taxes.

For questions about delivery, please call PBD's customer service department at 800-887-3723 or 770-280-4178.

RETURN POLICY

1. Returns of LOMA books are accepted within 60 days of the shipping date. Acceptable returns will be reimbursed for 100% of each book's cost. Shipping and handling charges are not refundable. Used books may not be returned, regardless of their condition.
2. All returned books must be currently in use by LOMA and be in original shrink-wrapped, resalable condition.
3. A book that includes a disk or a CD-ROM is not returnable if the seal on the disk/CD-ROM jacket has been tampered with or removed.
4. If you intend to return your order, contact PBD for further instructions. To ensure proper credit, please include a copy of your invoice with your return.
5. Return books by UPS or some other traceable method; you are responsible for your package until it is received in our distribution center.



2018 LOMA English Study Materials
 Effective January 1, 2018 through December 31, 2018
UNITED STATES and CANADA Order Form



ONLINE: www.lomabookstore.com **E-MAIL:** LNH@pbd.com
PHONE: 800-887-3723 or 770-280-4178 **FAX:** 770-280-4150
MAIL: P.O. Box 117212, Atlanta, GA 30368-7212

Ensure customer information is on each section of form.

DATE: _____

CUSTOMER INFORMATION: *Please print.*

PBD Customer # _____

Company _____

Last Name _____ First Name _____ MI _____

Street Address _____
(UPS will not deliver to a P.O. Box)

City _____ State _____ Zip Code _____

Daytime Phone # _____ Fax # _____

E-mail _____
*(An **order** confirmation will be sent to the e-mail address provided above.)*

SHIPPING INFORMATION: *Please print.*

*Check box if shipping address the same as the above billing address.
 A business address is preferred for faster delivery.*

Company _____

Last Name _____ First Name _____ MI _____

Street Address _____
(UPS will not deliver to a P.O. Box)

City _____ State _____ Zip Code _____

Daytime Phone # _____ Fax # _____

E-mail _____
*(A **shipment** confirmation will be sent to the e-mail address provided above.)*

PAYMENT METHOD:

(For your protection, do not send cash or stamps. PBD does not accept C.O.D.s. Credit card customers can order online at www.lomabookstore.com.)

Invoiced: PBD Customer # **(Required for all invoiced orders)** _____

Purchase order # _____

Check or money order payable in U.S. funds to **PBD Worldwide**

Credit Card **(Complete the information below and FAX order. Do not send via e-mail):**

Cardholder Name *(Please print)* _____

VISA (13-16 numbers) MasterCard (16 numbers) AMEX (15 numbers) Discover (16 numbers)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cardholder signature _____ Exp. Date _____



2018 LOMA English Study Materials

Effective January 1, 2018 through December 31, 2018

UNITED STATES and CANADA Order Form



ONLINE: www.lomabookstore.com **E-MAIL:** LNH@pbd.com
PHONE: 800-887-3723 or 770-280-4178 **FAX:** 770-280-4150
MAIL: P.O. Box 117212, Atlanta, GA 30368-7212

Customer Name _____ Company _____

PDFs of the Textbook and Test Preparation Guide are included with COURSE ENROLLMENT
Printed Textbook is made available for an additional fee and is not included in the course enrollment fee.

Course	Title	Unit Cost	QTY	Order #	Total
Fellowship Courses					
LOMA 280	Principles of Insurance, Second Edition (2017)	\$ 91. ⁰⁰		280.10.17	
LOMA 290	Insurance Company Operations, Third Edition (2012) Order if you enrolled BEFORE October 1, 2018	\$ 91. ⁰⁰		290.10.12	
LOMA 290	Insurance Company Operations, Fourth Edition (2019) Order if you enrolled ON or AFTER October 1, 2018	\$ 91. ⁰⁰		290.10.19	
LOMA 301	Insurance Administration, Fourth Edition (2011) Order if you enrolled BEFORE July 2, 2018	\$ 91. ⁰⁰		301.10.11	
LOMA 301	Insurance Administration, Fifth Edition (2018) Order if you enrolled ON or AFTER July 2, 2018	\$ 91. ⁰⁰		301.10.18	
LOMA 307	Business and Financial Concepts for Insurance Professionals (2010) Order if you enrolled BEFORE January 2, 2018	\$ 91. ⁰⁰		307.10.10	
LOMA 307	Business and Financial Concepts for Insurance Professionals, Second Edition (2018) Order if you enrolled ON or AFTER January 2, 2018	\$ 91. ⁰⁰		307.10.18	
LOMA 311	Business Law for Financial Services Professionals (2012)	\$ 91. ⁰⁰		311.10.12	
LOMA 320	Insurance Marketing, Second Edition (2017)	\$ 91. ⁰⁰		320.10.17	
LOMA 335	Operational Excellence in Financial Services (2011)	\$ 91. ⁰⁰		335.10.11	
LOMA 357	Institutional Investing: Principles and Practices (2013)	\$ 91. ⁰⁰		357.10.13	
LOMA 361	Accounting and Financial Reporting in Life Insurance Companies (2010)	\$ 91. ⁰⁰		361.10.10	
LOMA 371	Risk Management and Product Design for Insurance Companies (2012)	\$ 91. ⁰⁰		371.10.12	
Customer Service Course					
ACS 100	Foundations of Customer Service (2015)	\$ 91. ⁰⁰		100.10.15	
Reinsurance & Underwriting Courses					
ARA 440	Principles of Reinsurance (2013) No Longer in Print	\$ 91.⁰⁰		440.10.13	
UND 386	Life and Health Insurance Underwriting (2013)	\$ 91. ⁰⁰		386.10.13	
Other Products					
CALC	LOMA Calculator	\$ 15. ⁰⁰		CALC.01	
TOTAL UNITS					



2018 LOMA English Study Materials

Effective January 1, 2018 through December 31, 2018

UNITED STATES and CANADA Order Form

ONLINE: www.lomabookstore.com **E-MAIL:** LNH@pbd.com
PHONE: 800-887-3723 or 770-280-4178 **FAX:** 770-280-4150
MAIL: P.O. Box 117212, Atlanta, GA 30368-7212

Customer Name _____ Company _____

CALCULATE YOUR ORDER

SHIPPING TABLE			Subtotal	
Shipping Method	First book	Each additional book		
UNITED STATES (Continental U.S. Only)				
Ground	\$5.80	+ \$1.65 per book		
2nd Day Air	\$12.50	+ \$4.15 per book		
Next Day Air	\$22.00	+ \$5.50 per book		
CANADA				
Standard	\$14.20	+ \$2.40 per book		
Priority	\$18.40	+ \$3.45 per book		
			5% Georgia residents Sales Tax	
			6.35% Connecticut residents Sales Tax	
			5% Canada residents Goods & Services Tax	
			Residential address deliveries must add \$2.00	
			➤ Orders PRE-PAID via check or money order are required to choose a shipping method from the shipping table. Orders paid by CREDIT CARD or INVOICED by PBD will incur actual shipping charges.	
			Shipping	
			Handling Fee based on Shipping Method REQUIRED Ground or Standard additional \$5.95 Next Day, 2nd Day Air or Priority additional \$9.95	
			TOTAL COST OF ORDER	

Payable in U.S. dollars to PBD Worldwide.