



2019 LOMA English Study Materials

Effective January 1, 2019 through December 31, 2019

INTERNATIONAL Order Form



Interactive e-books and/or PDFs of study materials are included with each course enrollment.

Printed textbooks for some courses maybe available for an additional cost.

Please consult each course's description at www.LOMA.org/LearningCatalog to confirm assigned study materials.

ONLINE: www.lomabookstore.com

E-MAIL: lomaintl@pbd.com

PHONE: 800-887-3723 or 770-280-4178

FAX: 770-280-4150

MAIL: 1650 Bluegrass Lakes Parkway, Alpharetta, GA 30004-7753 USA

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 or paid by wire transfer require longer processing times.

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, money order, or demand draft 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."
4. Please make sure you use the appropriate price. Paying LOMA member prices is one of the benefits of LOMA membership.

PAYMENT

1. **ALL ORDERS MUST BE PRE-PAID. ORDERS WILL NOT BE SHIPPED UNTIL THEY ARE PAID IN FULL.**
2. **Check or money order** made payable to **PBD Worldwide**, in U.S. funds drawn on a U.S. bank. Be sure to include all shipping, handling, and applicable fees on all check amounts. If your order is not paid in full, it will not be shipped until you pay the amount due.
3. **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.
4. **Wire transfer:** complete and return the wire transfer form provided.

SHIPPING

1. **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.
2. All orders will be shipped by airfreight. You should receive your shipment within 10 business days, barring customs delays.
3. Due to the varying costs involved with customs, we cannot pay any charges incurred by customs, and they are not included in the shipping or processing costs.
4. **Indonesian orders:** If you are using a credit card from Indonesia, please keep all charges below US\$2,000. We recommend that you use a wire transfer for all orders over US\$2,000. Thank you for helping us to serve you more efficiently.
5. **If you are ordering a large number of items (more than 50 books), you may opt to receive a shipping quote for using DHL DANZA;** use of DHL DANZA will reduce your shipping costs, but will delay product arrival by approximately 14 days.
6. Failure to include correct shipping charges will delay your order.

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. 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.
4. Return books by UPS or some other traceable method; you are responsible for your package until it is received in our distribution center.



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FAX: 770-280-4150

Ensure customer information is on each section of form.

DATE: _____

CUSTOMER INFORMATION: *Please print.*

LOMA Member Company? **YES / Provide ID #** _____ **PBD Customer #** _____
(Required to receive member pricing)

Company _____

Family Name _____ Given Name _____ MI _____

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

City _____ Postal Code _____ Country _____

Daytime Phone # *(Required)* _____ Fax # _____

E-mail _____
(Required. You will receive an e-mail confirming your order.)

SHIPPING INFORMATION: *Please print.*

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

Company _____

Family Name _____ Given Name _____ MI _____

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

City _____ Postal Code _____ Country _____

Daytime Phone # *(Required)* _____ Fax # _____

E-mail _____
(Required. You will receive an e-mail confirming your shipment.)

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.)

Wire transfer *(You must fill in the wire transfer form.)*

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

Check here if you require a sales quote. **Quote is valid for 60 days.**

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)

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Cardholder signature _____ Exp. Date _____



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Printed textbooks for some courses maybe available for an additional cost.

Please consult each course's description at www.LOMA.org/LearningCatalog to confirm assigned study materials.

Only printed textbooks are shown here.

Course	Title	Member	Non-Member	QTY	Order #	Total
Fellowship Courses						
LOMA 280	Principles of Insurance, Second Edition (2017)	\$ 95. ⁰⁰	\$ 142. ⁵⁰		280.10.17	
LOMA 290	Insurance Company Operations, Fourth Edition (2019)	\$ 95. ⁰⁰	\$ 142. ⁵⁰		290.10.19	
LOMA 301	Insurance Administration, Fifth Edition (2018)	\$ 95. ⁰⁰	\$ 142. ⁵⁰		301.10.18	
LOMA 307	Business and Financial Concepts for Insurance Professionals, Second Edition (2018)	\$ 95. ⁰⁰	\$ 142. ⁵⁰		307.10.18	
LOMA 311	Business Law for Financial Services Professionals (2012)	\$ 95. ⁰⁰	\$ 142. ⁵⁰		311.10.12	
LOMA 320	Insurance Marketing, Second Edition (2017)	\$ 95. ⁰⁰	\$ 142. ⁵⁰		320.10.17	
LOMA 335	Operational Excellence in Financial Services (2011) Order if you enrolled BEFORE June 2019	\$ 95. ⁰⁰	\$ 142. ⁵⁰		335.10.11	
LOMA 357	Institutional Investing: Principles and Practices (2013) Order if you enrolled BEFORE October 2019	\$ 95. ⁰⁰	\$ 142. ⁵⁰		357.10.13	
LOMA 361	Accounting and Financial Reporting in Life Insurance Companies (2010) Order if you enrolled BEFORE May 2019	\$ 95. ⁰⁰	\$ 142. ⁵⁰		361.10.10	
LOMA 371	Risk Management and Product Design for Insurance Companies (2012)	\$ 95. ⁰⁰	\$ 142. ⁵⁰		371.10.12	
Customer Service Course						
ACS 100	Foundations of Customer Service (2015)	\$ 95. ⁰⁰	\$ 142. ⁵⁰		100.10.15	
Reinsurance & Underwriting Courses						
UND 386	Life and Health Insurance Underwriting (2013) <i>(While supplies last)</i>	\$ 95. ⁰⁰	\$ 142. ⁵⁰		386.10.13	
				TOTAL UNITS		



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CALCULATE YOUR ORDER	
Check box if you would like PBD to send a sales quote to issue payment. Quote reflects actual shipping charges and is valid for 60 days.	Send Quote
	Subtotal
	Processing Fee
PBD Worldwide will add U.S. \$20.00 to your total to cover bank fees. Your bank may charge additional fees and may deduct these fees from the wire amount. Failure to wire the correct amount will delay your order.	WIRE TRANSFER FEES PBD Bank Fee Your Bank Fee
Orders NOT QUOTED by PBD and PRE-PAID via check or wire transfer, will be charged \$29.30 for the first book, PLUS \$6.50 for each additional book. Orders paid by CREDIT CARD or QUOTED by PBD will incur actual shipping charges.	
	Shipping
Duties and Taxes are not included in the total cost of your order and are the responsibility of the receiver. <i>Payment must match QUOTED order amount for PBD to process.</i>	
	TOTAL COST OF ORDER Payable in U.S. dollars to PBD Worldwide.

WIRE TRANSFER FORM FOR PBD WORLDWIDE

Bank:	SunTrust Bank 303 Peachtree St. NE Atlanta, Georgia 30308 USA
ABA Number:	061000104
UPIC / Account Number:	1000175870277 SWIFT BIC routing number: SNTRUS3A
Account Title:	PBD Worldwide
Reference:	For textbook payment/LOMA.
	<i>Include your company name, name of the person who placed the order, and company number.</i>

NOTIFY PBD as soon as you arrange your Wire Transfer.
Fax the completed form, call or e-mail the requested form information to:

PBD Worldwide
Attn: LOMA International Sales
Fax: 770-280-4150
Telephone: 770-280-4178
E-mail: lomaintl@pbd.com

Transfer may take 5 (five) days to process before order is shipped.

Failure to wire the correct amount will delay your order.

***My company has requested a wire transfer to the account of PBD Worldwide.
Please refer to the following information to ensure that our invoice is credited correctly.***

Company _____

Name on Order Form _____

LOMA Member Company ID #	PBD Customer #	Sales Quote # (if applicable)
Amount Wired <i>*Remember to include all the bank fees</i>	Date of Transfer	Date of Order

Originating Bank Information _____

City and Country _____