

# Order APA's PayTrain® Fundamentals Today!

- Call APA Learning Systems Customer Service at (800) 444-5015 or +1-651-905-2613, 8:00 a.m. - 5:00 p.m. CT, Monday-Friday.  
 ONLINE at www.LearnPayroll.com     FAX to (651) 905-2669     MAIL to: APA Learning Systems Distribution Center  
 EMAIL to APALearningSystems@holmescorp.com

2975 Lone Oak Dr., Ste. 180  
Eagan, MN 55121-1553



## Order Information:

2018 PayTrain Fundamentals	Self-Study				Guided-Study (Indicate class date preference below)				Total
	Price: Complete Online Product	Quantity	Price: Online + Print Books	Quantity	Price: Complete Online Product	Quantity	Price: Online + Print Books	Quantity	
APA Members	\$600		\$700		\$700		\$800		
Colleagues of APA Members	\$720		\$820		\$820		\$920		
Non-members	\$850		\$950		\$950		\$1,050		
Save on orders of 3 or more! Call Mike Downs at (888) 852-6664 for quantity discounts.	Subtotal:								
	Sales Tax: Please add applicable state/local sales tax on orders shipped to: AL, AZ, CA, CO, DC, FL, GA, IA, IL, IN, KY, MA, MD, MI, MN, MO, NC, ND, NE, NJ, NM, NV, NY, OH, OK, PA, TN, TX, VA, WA, WI, WV. **								
	<i>FOR PRINT BOOK ORDERS ONLY-Add \$20 Shipping FedEx Ground (Continental US)***:</i>								
	Total (U.S. Dollars):								

\* Purchase **PayTrain Fundamentals 2018** if you are preparing for either the **Fall 2018 OR Spring 2019 FPC** exam. The cost of **PayTrain Fundamentals** does NOT include the FPC exam fee. If you are preparing for the FPC exam at an **international testing center or through the military before September 2018**, please contact Mike Downs at [miked@holmescorp.com](mailto:miked@holmescorp.com) to determine which materials to purchase.

\*\* **Sales Tax:** We reserve the right to adjust tax amount to reflect actual/state local sales tax rates. If you are unsure of your appropriate sales tax, please call us or order online.

\*\*\***Shipping & Handling:** Shipping will be provided via FedEx ground service unless otherwise specified. APA reserves the right to utilize alternate shippers when necessary. Orders shipped via FedEx ground will normally arrive within 5-7 business days of processing the order. Contact us for international rates.

**Return Policy:** If you are not completely satisfied with your order, you may return unused materials to the APA Learning Systems Distribution Center, at the address listed above, within 30 days. To receive a refund, the printed materials must be in good resale condition and the online components must not have been activated. Please enclose a copy of the packing slip to ensure that your refund is processed in a timely fashion.

## Guided-Study Course Selection:

To enroll in the Guided-Study course, please number your first and second class date preference below for each person enrolling in the course:

Class Schedule			
___ May 7 - Jun 29, 2018	___ Jul 30 - Sep 21, 2018	___ Oct 15 - Dec 7, 2018	___ Feb 4 - Mar 29, 2019
___ May 21 - Jul 13, 2018	___ Aug 6 - Sep 28, 2018	___ Oct 29 - Dec 21, 2018	___ Feb 11 - Apr 5, 2019
___ Jun 4 - Jul 27, 2018	___ Aug 13 - Oct 5, 2018	___ Nov 12, 2018 - Jan 4, 2019	___ Feb 18 - Apr 12, 2019
___ Jun 18 - Aug 10, 2018	___ Aug 20 - Oct 12, 2018	___ Jan 7 - Mar 1, 2019	___ Feb 25 - Apr 19, 2019
___ Jul 2 - Aug 24, 2018	___ Sep 3 - Oct 26, 2018	___ Jan 14 - Mar 8, 2019	
___ Jul 16 - Sep 7, 2018	___ Sep 17 - Nov 9, 2018	___ Jan 21 - Mar 15, 2019	
___ Jul 23 - Sep 14, 2018	___ Oct 1 - Nov 23, 2018	___ Jan 28 - Mar 22, 2019	

**IMPORTANT: Please fill out shipping and billing information on back side of order form**

Questions? Call (800) 444-5015 or +1-651-905-2613.  
For volume discount pricing, call Mike Downs at (888) 852-6664.

Promotional Code: WEB2018

# Order APA's PayTrain® Fundamentals Today!

- Call **APA Learning Systems Customer Service** at **(800) 444-5015** or **+1-651-905-2613**, 8:00 a.m. - 5:00 p.m. CT, Monday-Friday.  
 **ONLINE** at [www.LearnPayroll.com](http://www.LearnPayroll.com)  **FAX** to (651) 905-2669  **MAIL** to: APA Learning Systems Distribution Center  
 **EMAIL** to [APALearningSystems@holmescorp.com](mailto:APALearningSystems@holmescorp.com)

2975 Lone Oak Dr., Ste. 180  
Eagan, MN 55121-1553

**AMERICAN  
PAYROLL  
ASSOCIATION**

Complete the shipping and payment information below then call, fax, mail or email your order to us.

## Shipping Information:

APA member: ID# \_\_\_\_\_  Colleague of an APA member: Colleague's ID# \_\_\_\_\_  Not an APA member/colleague

Name \_\_\_\_\_

Company/Organization \_\_\_\_\_ Job Title \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ ZIP+4/Postal Code \_\_\_\_\_

Telephone Number (area/country code) \_\_\_\_\_ Fax Number (area/country code) \_\_\_\_\_

Email Address (**Required** for issuance of online access code and notification of product updates) \_\_\_\_\_

## Method of Payment:

Check  Money Order  Credit Card  PO#: \_\_\_\_\_

Billing or Cardholder Address: \_\_\_\_\_

Check #: \_\_\_\_\_  
(Checks and money orders must be made payable to the API Fund for Payroll Education, Inc.)

VISA  MasterCard  American Express  Discover

Name as it appears on credit card bill: \_\_\_\_\_

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

I authorize APA to charge \$ \_\_\_\_\_ to my credit card. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions? Call (800) 444-5015 or +1-651-905-2613.**

**For volume discount pricing, call Mike Downs at (888) 852-6664.**

Promotional Code: **WEB2018**