

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:

PayTrain Fundamentals	2018* Program				2019** Program				Printed Books (must be same version as online product)		Total
	Self-Study		Guided-Study††		Self-Study		Guided-Study††		Indicate 2018 or 2019	Unit Price	
Pricing for 1 or 2 programs	Unit Price	Quantity	Unit Price	Quantity	Unit Price	Quantity	Unit Price	Quantity			
APA Members	\$600		\$700		\$615		\$715			\$100	
Colleagues of APA Members	\$720		\$820		\$740		\$840			\$100	
Non-members	\$850		\$950		\$875		\$975			\$100	
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. ***											
Shipping Charges† (FedEx Ground: \$20/unit):											
Total (U.S. Dollars):											

* *PayTrain Fundamentals 2018* is available for purchase until March 11. If you are preparing for the **Spring 2019 FPC** exam, we advise you purchase the 2018 materials.

** Purchase *PayTrain Fundamentals 2019* now if you are preparing for either the **Fall 2019 or Spring 2020 FPC** exam. You will be able to access the 2019 program beginning March 12, 2019.

*** **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.

IMPORTANT NOTIFICATIONS:

- If you are preparing for the FPC exam at an **international testing center or through the military before September 2019**, please contact Mike Downs at miked@holmescorp.com to determine which materials to purchase.
- The cost of *PayTrain* does NOT include the FPC exam fee.
- **Return Policy:** Unused items may be returned for a full refund (less shipping and handling) 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. Return unused materials to the APA Learning Systems Distribution Center, at the address listed above. 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 a Guided-Study course, please number your first and second class date preference below for each person enrolling in the course:

PayTrain Fundamentals 2019 Class Schedule			
___ Mar 17 - May 9, 2019	___ Jun 30 - Aug 22, 2019	___ Sep 15 - Nov 7, 2019	___ Jan 26 - Mar 19, 2020
___ Mar 31 - May 23, 2019	___ Jul 14 - Sep 5, 2019	___ Sep 29 - Nov 21, 2019	___ Feb 2 - Mar 26, 2020
___ Apr 14 - Jun 6, 2019	___ Jul 21 - Sep 12, 2019	___ Oct 13 - Dec 5, 2019	___ Feb 9 - Apr 2, 2020
___ Apr 28 - Jun 20, 2019	___ Jul 28 - Sep 19, 2019	___ Oct 27 - Dec 19, 2019	___ Feb 16 - Apr 9, 2020
___ May 12 - Jul 4, 2019	___ Aug 4 - Sep 26, 2019	___ Nov 10, 2019 - Jan 2, 2020	___ Feb 23 - Apr 16, 2020
___ May 26 - Jul 18, 2019	___ Aug 11 - Oct 3, 2019	___ Dec 15, 2019 - Feb 6, 2020	
___ Jun 2 - Jul 25, 2019	___ Aug 18 - Oct 10, 2019	___ Jan 12 - Mar 5, 2020	
___ Jun 16 - Aug 8, 2019	___ Sept 1 - Oct 24, 2019	___ Jan 19 - Mar 12, 2020	

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: **WEB2019**

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

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.

**AMERICAN
PAYROLL
ASSOCIATION**

Promotional Code: **WEB2019**