



Ordering Information

Email: fppnet@asce.org

Tel.: 703-295-6410

Fax: 703-295-6411

Mail: Foundation for Professional Practice
1801 Alexander Bell Drive
Reston, Virginia 20191 USA

Purchase Orders

FPP will ship products to your company address upon receipt of a valid purchase order. FPP will include an invoice with the shipment. Terms of payment are net 30 days.

Types of Payment

FPP accepts payment in U.S. dollars only. Cash, check, or credit card payments (Visa, MasterCard, or American Express) are accepted. Please note that credit card charges will appear as “American Society of Civil Engineers” on your monthly statement.

Shipping & Handling

Your total charge will include \$10.00 for each order subtotalling \$0 to \$150; \$15.00 for each order subtotalling \$151 to \$300.00; and \$20.00 for each order subtotalling \$301 or greater. These charges apply to both US and International orders. US orders are shipped Standard Ground (7-10 days), and International orders are shipped Expedited Surface (15-28 days). Delivery times are based upon receipt of order.

Rush Orders

Expedited air delivery service is available for both U.S. and International orders placed by phone only. Please call FPP direct at 703-295-6410 to place expedited orders. Air delivery services include UPS Next and Second Day, Federal Express (customer must provide account #), and DHL International Air Delivery. Rush orders must be placed before 1:00 pm EST for same day shipping. Actual shipping charges will be added to your invoice.

Claims/Returns

If you're not completely satisfied with your product purchase, return it undamaged within 30 days (90 days for international orders) for a refund, exchange, or credit on your product purchase price. If your return is not due to our error, we will deduct the shipping costs from your refund. If you wish to return a product, please call 703-295-6410 or email fppnet@asce.org for instructions.

FPP Ordering Policies are effective 10/25/02. FPP reserves the right to alter this information without notice.