

Instructions for Completing the Classification Web Order Form

Attention! The Classification Web Order Form MUST be Faxed or Mailed with Your Order for Your Class Web Subscription to be Processed.

Get [Order Form](#)

Thank you for your interest in purchasing *Classification Web*. The Information provided here is to assist you in completing the *Classification Web* order form. Providing CDS with complete and accurate information regarding your purchase will expedite your order. We appreciate your help!

- 1. Trial accounts.** Customers wishing to have a month-long trial account (1-4 concurrent users) must complete the entire *Class Web* order form and check off the “Trial account” option in question “III. 14. Subscription type.” Trial accounts are free.
- 2. Completing the order form using either Acrobat software or a dark-colored pen.** The *Classification Web* order form is available in PDF format and can be completed either by keying the information using Acrobat software or by filling it out using a dark-colored pen.
 - **Using Acrobat software:** Open the order form using Acrobat reader 4.0 or higher and type in the required information. Click on “Print” at the bottom of the last page. Once the form has been printed, include it with your order.
 - **Using a dark-colored pen:** Use the Acrobat Reader to print the form. Fill in the required information using a dark-colored pen and include the form with your order.

Note: *Please complete order information in a clearly legible manner using appropriate upper or lowercase letters (typing is preferred). Your data will be input in the Class Web management system as it is presented.*

3. Submitting Your Order:

Because of delays in mail service to Capitol Hill due to the anthrax attacks in 2001, CDS suggests that all customers use fax, private courier service (Federal Express, DHL, UPS, etc.), or a combination of the two to expedite the ordering process.

- a. If paying by credit card, deposit account or if requesting a free trial account, fax the order form to CDS (for fastest service).
- b. For all other forms of payment, mail the order form and payment to CDS via private courier service (Federal Express, DHL, UPS, etc.).

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