



Public Service Ethics Series Hardcopy and Digital Order Form

*New Options Available
to Save Money!*

HARD COPY PRICES			
PUBLICATION TITLE: <i>UNDERSTANDING THE BASICS OF ...</i>	ITEM NUMBER	HARD COPY PRICE	QUANTITY DISCOUNT (FIVE OR MORE OF EACH TITLE)
Complete Set (Includes Executive Summary Tabs and Four-Page Overview)	1939	\$45	\$40
Four Page Summary: Key Ethics Law Principles	1604	\$5 for a set of five	\$4 per set of five
ALSO AVAILABLE BY INDIVIDUAL CHAPTER			
<i>Personal Financial Gain Laws</i>	1934	\$10	\$9
<i>Perk Issues, Including Compensation, Use of Public Resources and Gift Laws</i> (replaces “Fishbowls” publication)	1935	\$10	\$9
<i>Transparency Laws</i>	1936	\$10	\$9
<i>Fair Process Laws and Merit-Based Decision-Making</i>	1937	\$10	\$9
<i>Promoting Personal & Organizational Ethics</i>	1938	\$10	\$9
Executive Summary Chapter Tabs (for digital orders)	Tabs	\$3 per set	\$2.50 per set

DIGITAL PRICES

ILG now offers digital (electronic) copies of the above publications (except for the executive summary tabs), with pricing determined by volume.

Number of Copies	Price Per Copy
Two to five copies	\$5 each (\$25 for whole set)
Six to 25 copies	\$3.50 each (\$17.50 for set)
26-75 copies	\$2.50 each (\$12.50 for set)
76 or more copies	\$1.50 each (\$7.50 for set)

Example #1: County A wants to order five digital copies of the set of ethics publications. The cost would be 5 x \$25 = \$125 plus tax or \$100 less than buying the hardcopy set. If County A also wants to order the executive summary tabs to help assemble the notebooks for its five recipients, it can do so for 5 x \$2.50 = \$12.50, for a total publication price of \$112.50 (plus tax and shipping and handling charges for the tabs).

Example #2: City B wants to order 10 digital copies of *Promoting Personal and Organizational Ethics*. The cost would be 10 x \$3.50 = \$35, plus sales tax and shipping and handling charges.

Proceeds from sales support the Institute’s work in public service ethics

--Payment Must Be Included to Process Order--

See over for order form

ETHICS RESOURCES ORDER FORM

Item	Quantity	Prices	Total
Hardcopy Full Set – includes tabs and summary (Item 1939)		\$45 each \$40 each (for orders of 5+)	
Digital Versions—All Chapters (Item 1939)		2-5 copies: \$25 per copy 6-25 copies: \$17.50/ copy 26-75 copies: \$12.50/copy 76 and up: \$7.50/per copy	
Tabs (for digital version)		\$ 3 per set \$2.50 per set (for orders of 5+)	
Key Ethics Law Principles: 4 page summary (Item 1604)		\$5 per set of 5 \$4 per set of 5 (for orders of 5+)	
INDIVIDUAL CHAPTER ORDERS:			
Hard Copy Shipping/Handling Charges		Subtotal	
<i>Order Amount</i>	<i>Add</i>	8.75% Tax	
\$1 - \$9.99	\$ 3.00	Shipping & Handling (Hardcopy Items Only)	
\$10 - \$24.99	\$ 7.00	Total	
\$25 - \$74.99	\$ 9.00		
\$75 - \$124.99	\$13.00		
\$125 - \$199.99	\$16.00		
\$200 - \$349.99	\$20.00		
\$350 and up	8% of total		

ORGANIZATION			
NAME		TITLE	
STREET ADDRESS (No P.O. Box Please)			
CITY		STATE	ZIP
TELEPHONE		E-MAIL	

<p>Send Payment with Order Form to:</p> <p>Institute for Local Government Attention: Publications 1400 K Street, Suite 205 Sacramento, CA 95814</p> <p>Direct line: 916.658.8269</p> <p>Fax credit card orders to: 916.444.7535</p>	<p style="text-align: right;">___ Check ___ VISA ___ MasterCard</p> <p>Name of Cardholder: _____</p> <p>Credit Card Number: _____</p> <p>Expiration Date: ____/____ 3 (or 4) digit security # _____</p> <p>Authorized Signature: _____</p>
--	--

*Thank you for supporting the cause of
good government at the local level.*