

Ordering Corps Lands and Waters Brochures

The Corps environmental stewardship program brochure, Lands and Waters – Value to the Nation, is available to all Corps project, district, and division offices at a specified price for reproduction, packaging, and shipping. To take advantage of the lower cost of larger orders, all individual orders will be consolidated to bulk orders of 30,000 or more copies. To place an order, follow the instructions below and use the IWR order form on the next page. The full-color brochure may be viewed on the Value to the Nation website:

- www.CorpsResults.us (the link to brochure is at the bottom of the environment page)

General Instructions

All orders will be placed with IWR. Individual orders are limited to 1,000 to 8,000 copies and require a single transaction with a single financial POC. Orders will be held at IWR (but not transacted) until they collectively total 30,000 or more copies in order to obtain the bulk price of \$280 per thousand (as of Nov 2002). The length of time that it will take to reach this threshold will vary and can't be predicted accurately. However, all parties with an order pending will be notified periodically of the current tally. If the threshold is not reached quickly enough and all parties agree, the order will be placed at the higher price of \$380 per 1,000 for 20,000 or \$480 per 1,000 for 10,000 copies. Between two and four weeks are required to deliver an individual order after the threshold is reached and the order is placed with the reproduction contractor. (Please review the order form for details.)

To Order 1-8 Thousand Copies

To place an individual order for 1-8 thousand copies, complete the IWR order form and send it directly to the IWR Publications Office to the attention of Arlene J. Nurthen. The completed form may be emailed to Arlene.J.Nurthen@usace.army.mil, or faxed to her attention at 703-428-8435. Phone orders will not be accepted, but calls for information may be made to Arlene J. Nurthen at 703-428-9042.

Obtaining <1 Thousand Copies

Offices wanting less than 1 thousand copies are encouraged to partner with others to reach this minimum order size. One of the partnering offices will need to be designated the financial POC and the shipping address for the entire order. Offices unable to find adequate partners, may contact the POC designated by their division to assist them. Unless instructed to the contrary by your division or district, your POC is as listed below.

Corps Division	Name of POC	Telephone Number
Lakes and Rivers	Michael Loesch	513-684-3192
Mississippi Valley	Joe Sigrest	601-634-5855
North Atlantic	Bruce Beechley	718-765-7083
Northwestern	Paul Peloquin	503-808-3887
Pacific Ocean	Mike Lee	808-438-3063
South Atlantic	Jonathan Davis	404-562-5135
South Pacific	Philip Turner	415-977-8058
Southwestern	Larry Bogue	214-767-2432

Urgent Requests for Copies

IWR will consider urgent requests for 100-500 copies of the brochure on a case-by-case basis. The price per 100 copies is \$100 plus shipping. Copies must be ordered in blocks of 100. Please email Arlene.J.Nurthen@usace.army.mil or call IWR Publications to have an urgent request considered (703-428-9042). Be certain to describe your urgent need for copies.

IWR Order Form for the Corps Lands and Waters Brochure

Do This First: Before using this form, read the general instructions for preparing and placing an order for the Corps Lands and Waters brochure, Ordering Corps Lands and Waters Brochures, on the previous page. They will help you.

Instructions: Complete all sections of this form and forward the completed form to the IWR Publications Office to the attention of Arlene J. Nurthen. Forward completed form either by email or fax. Please type or print clearly.

Forward by: ___ email to Arlene.J.Nurthen@usace.army.mil ___ fax to 703-428-8435

Person Placing the Order:

Phone:

Number of Copies Requested (must be 1,000 to 8,000):

Financial Point of Contact:

Phone:

Mailing Address for Financial Paperwork:

Name of Office:

Office Symbol:

Attention Line:

Street or Box:

City, State, Zip:

Shipping Address for Copies of Brochure: ? same as above ? to address below

Name of Office:

Office Symbol:

Attention Line:

Street or Box:

City, State, Zip:

What to Expect after the Form is Forwarded: The IWR Publications Office will contact the person placing the order and report the current tally of the 30,000-copy bulk order to which your order has been added. A similar report will be made each week until the tally reaches the minimum bulk order size of 30,000 copies. After the minimum has been reached, IWR will place the bulk order with the contractor performing the reproduction. The contractor will contact your Financial POC within 10 working days and initiate the financial transaction. Payment will be made directly to the contractor by credit card for the cost of your order, including reproduction, packaging, and shipping (currently per thousand copies: \$280 for reproduction and packaging, and \$40-80 for shipping). The contractor may be able to estimate roughly the timeframe for delivery of your individual order. Within a couple of weeks, your order will be sent to the shipping address specified on this form.