

## How to Order Corps Value to the Nation Brochures

Corps Value to the Nation brochures for Civil Works programs are 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, individual orders will be consolidated to bulk orders of 10,000 or more copies. To place an order, follow the instructions below and use the IWR Order Form on the next page. The full-color brochures may be viewed on the Value to the Nation website:

- [www.CorpsResults.us](http://www.CorpsResults.us) (links to brochures are on the home page of each CW program)

### General Instructions

All orders will be placed with IWR. Individual orders are limited to 1,000 to 5,000 copies and require a single transaction with a single financial POC. Orders will be held at IWR (and not transacted) until they collectively total 10,000 or more copies in order to obtain the best price. The length of time that it will take to reach this threshold will vary and cannot be predicted accurately. However, all parties with an order pending will be notified periodically of the current tally. If the bulk threshold is not reached quickly enough and all parties agree, the order will be placed at a higher price (see the included price list). Between two and four weeks are required to deliver each individual order after the threshold is reached and the order is placed with the reproduction contractor.

### To Order 1-5 Thousand Copies

To place an individual order for 1-5 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](mailto: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 the minimum order size of 1,000 copies. One of the partnering offices will need to be designated the financial POC and the shipping address for the entire order. Offices that are unable to find adequate partners, may contact the IWR Publications Office for possible assistance.

### Urgent Requests for Copies

IWR will consider urgent requests for 100-500 copies of 4 and 8-page brochures 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](mailto: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.

### Special Publications and Instructions

In addition to the program-focused brochures, a 20-page brochure summarizing Corps water resources management activities is also available for purchase: Water Resources – Value to the Nation. A special order form for this brochure is required (copy included in this package) and can be obtained by contacting the IWR Publications Office. A special two-page insert is also available for use with the Emergency Management brochure: Your Partner in Emergency Response. It contains special information of particular interest to our emergency management partners. This special publication may be ordered separately using the IWR Order Form on the next page. For instructions on how to combine an insert order with an order for Emergency Management brochures, please contact the IWR Publications Office.

## IWR Order Form for the Corps Value to the Nation Brochures

(Excluding the 20-page Water Resources brochure)

**Do This First:** Before using this form, please read the general instructions for preparing and placing an order for Corps Value to the Nation brochures. 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.

**Title of Brochure being Ordered:**

**Forward by:**  email to [Arlene.J.Nurthen@usace.army.mil](mailto: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 5,000):**

**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 10,000-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 10,000 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 (packaging is included in the listed prices, and shipping is \$40-80 per thousand). 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.

## IWR Order Form for the 20-Page Water Resources Brochure

**Do This First:** Before using this form, please read the general instructions for preparing and placing an order for Corps Value to the Nation brochures; and, please contact the IWR Publications Office if you have any questions. This will help you.

**General 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.

**Special Instructions:** Due to the size and price of this 20-page brochure, individual orders will be limited to 500 to 2,500 copies. For urgent requests for 50-250 copies at \$2.00 per copy, call the IWR Publications Office (703-428-9042) for consideration.

**Forward by:**  email to [Arlene.J.Nurthen@usace.army.mil](mailto:Arlene.J.Nurthen@usace.army.mil)  fax to 703-428-8435

**Person Placing the Order:**

**Phone:**

**Number of Copies Requested (must be 500 to 2,500):**

**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 10,000-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 10,000 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 (packaging is included in the listed prices, and shipping is \$75-150 per 500 copies). Within a couple of weeks, your order will be sent to the shipping address specified on this form.

**Value to the Nation Brochure Price List  
(As of April 2003)**

**Price for 4-Page Brochure by Size of Order**

- Inland Waterway Navigation

Size of Order	Price per 1,000	Price of Order
20,000	\$197	\$3,940
10,000	\$260	\$2,600
5,000	\$375	\$1,875
3,000	\$480	\$1,440
2,000	\$680	\$1,360
1,000	\$1,189	\$1,189

**Price for 8-Page Brochure by Size of Order**

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| <ul style="list-style-type: none"> <li>• Emergency Management (no insert)</li> <li>• Environment (new)</li> <li>• Deep Water Ports and Harbors</li> <li>• Floodplain Mgmt Initiatives</li> <li>• Hydropower</li> </ul> | <ul style="list-style-type: none"> <li>• Lands and Waters</li> <li>• Recreation</li> <li>• Regulatory</li> <li>• Water Supply</li> </ul> |
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Size of Order	Price per 1,000	Price of Order
30,000	\$280	\$8,400
20,000	\$380	\$7,600
10,000	\$480	\$4,800
5,000	\$600	\$3,000
3,000	\$966	\$2,898
2,000	\$1,350	\$2,700
1,000	\$2,485	\$2,485

**Price for 20-Page Brochure by Size of Order**

- Civil Works – Water Resources

Size of Order	Price per 1,000	Price of Order
20,000	\$710	\$14,200
10,000	\$900	\$9,000
5,000	\$1,380	\$6,900
3,000	\$1,830	\$5,490
1,000	\$4,200	\$4,200

**Price for 2-Page Insert by Size of Order**

- Emergency Management Insert

Size of Order	Price per 1,000	Price of Order
10,000	\$228	\$2,280
5,000	\$336	\$1,680
3,000	\$466	\$1,398
1,000	\$1,100	\$1,100

**Price for VTN Folder by Size of Order**

Size of Order	Price per 1,000	Price of Order
10,000	\$589	\$5,890
5,000	\$750	\$3,750
3,000	\$950	\$2,850
1,000	\$1,865	\$1,865