

## National Travel and Tourism Office (NTTO) – Order Form

You may fax your completed form to NTTO at (202) 482-2887.

**Items marked with an “\*” must be provided for an order to be placed**

<b>*Year of Publication</b>	<b>*Item Description</b>	<b>*Qty</b>	<b>*Unit Cost</b>	<b>*Total</b>

Grand Total: \$ \_\_\_\_\_

Note: If you need additional room to list items, please use a separate page.

### **Mailing Information:**

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

\*Address: \_\_\_\_\_  
(Please include mailstop or room number)

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip/Postal Code: \_\_\_\_\_

\*Country: \_\_\_\_\_

### **Contact Information**

\*Contact Telephone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

Please provide if you require us to email information.

**Billing Options: Please check the appropriate box for billing options**

Please invoice me, see below.

I would like to pay using a credit card, I will call the (202) 482-0140 number after I have faxed this form and a few minutes have passed so the fax may be received and logged in.

I would like to pay using a credit card, please call me.

### **Billing Information**

Free Orders: Will be sent to you within 3 business days.

If you choose to be invoiced (payment by check), reports will be shipped within three business days upon receipt of check. Please make checks payable to the: **U.S. Department of Commerce**. Send your check to NTTO with a copy of this order form.

Mail payments to: International Trade Administration, National Travel and Tourism Office (NTTO), 1401 Constitution Avenue, N.W., Room 10003, Washington, DC 20230

If you choose to pay by credit card, reports will be sent to within 3 business days upon confirmation of your credit card. Our office accepts the following credit cards: Visa, MasterCard, Discover and American Express. Please contact our office at 202-482-0140 to pay via credit card. Our office accepts electronic payment for some data, please contact our office regarding it.

If you have any questions on this order form or on orders, please [contact our office](#) or call us at (202) 482-0140.