

Process for NAP Consignment Orders for Associations and Units

1. Consignment orders need to be submitted by email or fax using the NAP order form. The NAP Order form can be found on the Documents page of the NAP website (www.parliamentarians.org/documents/) under Association/Unit Resources.
2. When placing the order please include the following information:
 - a. Dates of the meeting/event
 - b. Contact information for where the order should be shipped
3. The order must be received by NAP Headquarters at least 15 business days prior to the meeting/event to ensure the full order can be delivered in time for the meeting/event.
4. At the conclusion of the meeting, complete the Consignment Order Recap form that was included with the consignment order.
5. Send the recap form and any remaining unsold merchandise back to NAP Headquarters (you are responsible for the costs of shipping).
6. NAP Headquarters will reconcile the consignment order with our records, prepare an invoice, including the actual costs of shipping the order to the meeting/event, and send an invoice to you.
7. The invoice is due within 30 days of the completion of the meeting/event.