



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

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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 within 30 days of the event (you are responsible for the costs of shipping).
6. If unsold products are not received in this time frame, you will be invoiced for the full order plus any applicable shipping costs.
7. Merchandise must be returned in original condition. Products that have been defaced by damage or adhesive will be billed on your final invoice.
8. 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.
9. Payment for the consignment order must be received within 30 days of invoice date.