



## NASM ARCHIVES SHIPPING RATES

### HOW TO DETERMINE THE SHIPPING CHARGE FOR YOUR DUPLICATION ORDER:

1. Complete the order form for your particular request and determine the total cost of the material you wish to have duplicated and enter it in the appropriate place on the order form.
2. Refer to the SHIPPING RATES CHART below. Cross-index your location and the total cost of your order. The amount shown in the chart is the shipping charge for your order. *Example: the shipping charge for a US\$ 35.00 order to Canada would be US\$ 15.00.*
3. Enter the shipping charge in the appropriate place on your order form.
4. Total the duplication charge and shipping charge and enter this amount under **TOTAL**.
5. Complete the **Payment Method** block on your order form.

**NOTE: You may not combine shipping for different types of orders.**

### SHIPPING RATES CHART

Location	Amount of Order			
	US\$ 0.01 – 20.00 <sup>B</sup>	US\$ 20.01 – 50.00 <sup>C</sup>	US\$ 50.01 – 200.00 <sup>C</sup>	US\$ 200.01+ <sup>C</sup>
United States and US Territories <sup>A</sup>	US\$ 3.00	US\$ 10.00	US\$ 15.00	(see note D)
Canada, Mexico	US\$ 5.00	US\$ 15.00	US\$ 20.00	
all other countries	US\$ 8.00	US\$ 20.00	US\$ 25.00	

Notes:

- <sup>A</sup> “United States” includes the fifty states, District of Columbia (DC), and Armed Forces overseas postal addresses (AA, AE, and AP). “US Territories” includes American Samoa (AS), Federated States of Micronesia (FM), Guam (GU), Marshall Islands (MH), Northern Mariana Islands (MP), Palau (PW), Puerto Rico (PR), and US Virgin Islands (VI).
- <sup>B</sup> These materials are shipped in an envelope, folded if necessary. Shipments within the United States and US Territories are sent via First Class Mail. Shipments to all other countries are sent via Air Mail Letter Post. If you are ordering drawings larger than 8½” x 11” and wish to have them shipped rolled in a tube rather than folded, please indicate this clearly on your order form and include shipping based on a US\$ 20.01 – 50.00 order.
- <sup>C</sup> These materials are shipped either rolled in a tube (drawing orders) or in padded envelopes or boxes (documents or microfilm orders). Shipments within the Contiguous United States are sent via UPS Ground; shipments to Alaska, Hawaii, or US territories are sent via Priority Mail. Shipments to all other countries are sent via Air Parcel Post.
- <sup>D</sup> For orders greater than US\$ 200.00, include shipping based on a US\$ 50.00 – 200.00 shipment. You will be billed for any charges in excess of the amount shown.

For questions regarding the NASM Archives Division shipping rates and policies, please contact the Archives Division reference desk at:

(703) 572-4045  
– or –  
NASMRefDesk@si.edu