**INVOICE REQUEST FOR NACCS**

**GUIDELINES AND INFORMATION REQUIRED**

Your invoice may be for membership only, or registration only, or for both. Please read these instructions to prepare a request for your invoice.

**Membership Only**

If the group/individual has already paid membership, skip this step.

1) Ask all of your participants to make member record by going to: <https://www.naccs.org/assnfe/enrollme.asp>

**A.** Ask each person to select the membership level by income and/or category.  They do not need to pay, just complete the process. This step helps you and assist us in recording the requested service.

Please **do not** use the Mexico category for membership or registration if you are **NOT** a permanent resident of Mexico. If you are a visiting scholar or student in Mexico, use the U.S. student member rates.

**B.** Identify your foco based on this list.

**East Coast** – all of the east coast

**Midwest** – everything west of the East Coast except regions listed below

**Rocky Mountain** – AZ, NV, NM, UT, NE, WY

**Colorado**

**Pacific Northwest** OR, WA

**Northern California** – north of Santa Barbara and Fresno to the CA northern border)

**Southern California** – south of Santa Barbara and Fresno

**Tejas**

**Mexico-** Only for permanent residents of Mexico.

Prepare a list of individuals for whom you are making payment by invoice. Include their name, email, and amount to be paid.

**Registration**

2) If you are paying registration for an individual or group and only after each person has completed the step above, please prepare a list with names and amount to be paid for each person to be registered. Receipts for the registrations will be sent to the person who is paying by indicating your email address. Note that sometimes receipts go to spam-so please make sure to check there before contacting us.

See current registration rates at <https://www.naccs.org/naccs/Registration.asp>

Note that registration rate **must coincide with the membership category** selected. We understand that some people hold multiple categories (you could be a full time professional while also being a full time student). We ask that you pay the professional role for your membership. Please use the income levels to determine your membership, and note that registration is based on category of registration (student, low income and general).

People who pay as Member Registrants receive a banquet ticket as part of the Registration rate. People who register as non-members must pay an additional fee for a banquet ticket.

If you are paying for both membership dues and conference registration indicate the amount for each person. Identify the categories you are using to make payments. For example: Student Membership- Undergraduates pay $30.00 and Graduates pay $40.00 for membership dues annually (Jan-Dec). Everyone else pays based on income.

**Prepare a list or table that contains all this information: Please compute per person and total to be paid** (skip membership if not needed)

Name                      Membership Rate      Registration Rate Total

Person 1: *name of person* $30 Undergrad $150 Student $180.00

Person 2: *name of person* $80 35K-44,999 Pre Reg $

TOTAL: $

**Non-Member Registration**

Use step 2. Select category. Note that non-member registration does not include banquet ticket. Add $80.00 for banquet dinner ticket per person. For multiple registrations, please format list.

**Prepare a list**

Name                      Email Registration Rate Banquet Ticket Total

*Full name of person* doe@doe.edu $190 Student 80.00 $

*Full name of person* $280 General 80 ticket $

TOTAL: $

**Bill to**: Name and Title *(You and your Institution)*

 Email / Phone/Fax

 Institutional address (street, city, state, zip)

Payment is required to complete your registration.

Payment method: Credit Card (Visa, MC, AMEX) or check.

Make sure that you include the address and phone number where the credit card holder receives mail.

You may call Julia Curry to provide your credit card information by sending an email to set up a time to call. Send invoice request to: Julia.Curry@naccs.org

If you will pay by check please be sure to request the check so that it meets deadlines – we cannot honor early bird, or pre-conference rates if the check does not arrive on or before the published date.

***ALL SALES ARE FINAL AND NON-TRANSFERRABLE.***

**THANK YOU FOR YOUR ASSISTANCE MAKING SURE TO GET YOUR REGISTRATION IN EARLY!**