



# Publication/eBook Policies

## **General Policies**

Prices and product availability are subject to change without notice. All specials and promotions are limited by availability.

Payment in U.S. dollars must be received with the order. The American Payroll Association (APA) does not sell products on a trial basis.

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## **Publication Policies**

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A \$45 administrative fee will be assessed for each transfer/substitution. Some restrictions may apply. Transfers will be to another publication or substitutions will be to a colleague.

Requests to replace the name of the person receiving the publication should be made by calling Membership Services (210) 224-6406, M - F, 8 a.m. - 6 p.m. CT. Each transfer/substitution will require completion of a transfer/substitution form and will be assessed the fee. A representative can provide the form.

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A \$45 administrative fee will be assessed for each transfer/substitution. Transfers or substitutions must be requested before license activation.

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Transfers will be to another ebook or a substitution is to a colleague for viewing.

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A check will be mailed to you for refunds; no refunds will be made directly to your credit card account.