

## Families Anonymous World Service Office

701 Lee St, Suite 670. Des Plaines, IL 60016-4508  
Phone 800-736-9805 (US Only) 847-294-5877 (Worldwide) 847-294-5837 (Fax)

### Instructions for WSOF-05, Literature Order Form

**Note: Unlike ordering FA Literature on line, ordering via this form is a two-step process. You will complete the form and forward it along with payment for the materials and our standard handling fee. The World Service Office (WSO) will then compute the actual shipping costs for a variety of shipping options, and contact you with those options. You will select the shipping option you prefer, and forward payment for the actual shipping cost. Upon receipt of payment of the shipping cost, your order will be shipped.**

*To avoid possible delays in processing your order, please PRINT legibly. All three sections must be completed.*

#### **Section 1: Sold To / Ship To**

<b>Label</b>	<b>Instructions</b>
Name	Enter the name of the person to receive the order
Address	Enter the "Ship to" street address
City, State, Zip	Enter the "Ship to" City, State (Province), Zip (Postal Code)
Country	Enter the "Ship to" Country
Phone	Phone contact
Email	Email contact
Group or Cust# (Optional)	If ordering for an FA group, enter your group#. If an individual, enter your FA Customer#. If you do not know your Group# or Customer#, contact the WSO for instructions.
Order Date:	Enter today's date

#### **Section 2: Items Desired**

For each item, enter the requested information. If you need more lines, please continue on a separate piece of paper, and don't forget to attach it to your order.

<b>Label</b>	<b>Instructions</b>
Cat#	The FA Catalog # of the item
Title	The title or description of the item
Quan	The quantity of this item desired
Price	The price for the item from the online or printed literature catalog
Total Price	The price for the item multiplied by the Quantity

### Section 3: Payment Calculation

Line	Instructions
1	Enter the total of all amounts in the "Total Price" column of Section 2.
2	If the state in the Ship To address is Illinois, enter 9.25% of the amount in Line 1
3	Enter 6.5% of the amount in Line 1
4	If your group or you would like to make a Seventh Tradition Donation to the FA World Service Office, enter the donation amount
5	Enter the total of Lines 1, 2, 3, and 4

### Payment

Mail the completed order form along with a check (in U.S. funds) for the amount on Line 5 to:

**Families Anonymous World Service Office**  
701 Lee St, Suite 670  
Des Plaines, IL 60016-4508

**On receipt of your order, the WSO will compute the shipping charges for the order based on the actual shipping cost, and notify you of the shipping options and the cost of each. When payment is received for the shipping charges, the order will be shipped.**

### Questions?

If you have any question or need assistance, please contact the WSO by phone at 800-736-9805 (US Only) 847-294-5877 (Worldwide) or via email at [famanon@familiesanonymous.org](mailto:famanon@familiesanonymous.org).